Desk Top Editor
For
Production

Desk Top Editor
For
Production

Readme.txt

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Desk Top Editor For Production

(Version 1.0.0.0)

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- Read Me First -

May 2003

This document contains important information that may be useful in using Desk Top Editor For Production. Please read this carefully before you install it.

-------- System Requirements --------

Computer:	PC-AT compatible machine
CPU:	Pentium‡V 600MHz or higher (2GHz or higher for multi-bit images)
Main memory:	256 Mb or more (512 MB or more for multi-bit images)
Hard disk:	
- Program:	50 MB or more
- Document storage:	200 MB or more
Monitor:	800x600 pixels or better, 64,000 colors or more
OS:	Windows 98 Windows 98 Second Edition Windows Millennium Edition Windows NT Workstation 4.0 (Service Pack 6a or later) Windows NT Server 4.0 (Service Pack 6a or later) Windows 2000 Professional Windows 2000 Server (Service Pack 2 or later) Windows XP Home Edition Windows XP Professional

* Both TCP/IP protocol and Client for Microsoft Networks protocol must be added to your system if you wish to:
  - Connect to ScanRouter V2 delivery server or Document Management Server from Desk Top Editor For Production on your computer.
  - Connect to ScanRouter V2 delivery server via Auto Document Link on your computer.

------ Restrictions on installing and running Desk Top Editor For Production ------

* If you are going to install and run Desk Top Editor For Production on a Windows XP computer, please refer to the later section, <For Windows XP users>.

* To install Desk Top Editor For Production on Windows NT 4.0, Windows 2000, or Windows XP, you must have administrator privileges.
  Note: Administrator privileges allow the user to do many potentially destructive things to the system. It is strongly recommended that only trained system administrators have this privilege.

* After you install Acrobat(R) Reader, please make sure that it works correctly.

* When you restart your computer after installing Desk Top Editor For Production, you must log in as the same user who installed it.

* After restarting your computer following the installation, you may have to wait a few minutes for the desktop to appear.

* If you install Desk Top Editor For Production on a computer from which DeskTopBinder V2 has been uninstalled, you can use the same location to store documents by specifying the same folder path for the data storage location when you install Desk Top Editor For Production. Please note, however, that if you have made any changes to the folder manually (by using Windows Explorer or the like), you will

not be able to reuse the folder as the data storage location; for example, if you have:

- Renamed the folder
- Deleted, moved, or renamed files stored in the folder
- Moved the folder to other location such as another folder or drive

* If you are going to reuse the previous location for data storage, please be aware that all the extended features settings will be lost. You will need to reconfigure any necessary functions in the Extended Features dialog box.

-------- Special Notes/ Limitations --------

* Please be aware that the system may become unstable if sufficient free space is not available for the Windows swap file. Please note that Desk Top Editor For Production temporarily requires additional disk space when dealing with image files. If there is not enough space in the swap file to work with files, it will automatically attempt to use space on the boot disk of your computer.

* RICOH File Writer is a printer driver required when converting file format of electronic documents such as those created with word processing software into an image format such as TIFF.

This printer driver is designed to be automatically installed when you install Desk Top Editor For Production. However, depending on your Windows configuration,

there are cases where you must install it manually. In this case, a message will appear when system is rebooted after the installation of Desk Top Editor For Production completed. Please follow the message to install RICOH File Writer. You will be requested to open the ReadMe file in the RICOH File Writer folder, then to install it using the Windows Add Print wizard.

* To convert electronic documents such as those created with word processing software into PDF file format, you must have installed on your computer Adobe(R) Acrobat(R). When installing Adobe(R) Acrobat(R), choose 'Custom" as the type of setup and then select "Acrobat PDF Writer files".

* We do not provide any service/support regarding Acrobat(R) Reader or Adobe (R) Acrobat(R).

* If you want to create and add a document but the application you want to use is not listed in the "Standard" list in the "Create from Application" dialog box, press the "Add" button, then select a file created with the application to add the file to the [User Template] list. You will be able to use it as a template.

* There are two ways of viewing documents stored in a ScanRouterV2 delivery server,

with the following differences.

[Open in Application]: Documents can be deleted from other client machines.
[Open in Viewer]: Documents cannot be deleted from other client machines.

* The following are the recommended maximum number of items that each cabinet

("My Cabinet" and "Shared Cabinet" of "My Workroom" and "Editing Cabinet" and "Shared Cabinet" of "Document Server Edit Tool") can hold:

Documents:	1000/cabinet
Sections:	1000/cabinet
Folders:	200/cabinet
Documents:	100/folder
Sections:	100/folder
Folders:	50/folder
Sections:	100/document

* You can add up to 49 Shared Cabinets to My Workroom.

* You can add Shared Cabinets and Document Server Cabinets to Document Server Edit Tool as much as 49 in total.

* If files created with Microsoft(R) Office or other application programs that you want to add to Desk Top Editor For Production contain macros, select the Disable Macros setting.

* If files created with Microsoft(R) Office or other application programs that you want to add to Desk Top Editor For Production contain macros, printing or converting those files may not work properly. To avoid this, follow the procedure below:

  Printing files:
  Launch the application associated with the file, then print it using the Print command of the application.

  Converting into image files:
  Launch the application associated with the file, then convert the data using Ricoh File Writer.

  Converting into PDF files:
  Launch the application associated with the file, then convert the data using PDF Writer.

* Converting a Microsoft (R) Excel file containing multiple sheets into PDF file may not work properly and some sheets may be left unconverted.

* If files created with Microsoft(R) Office or other application programs that you want to add to Desk Top Editor For Production contain links, thumbnails may not work correctly. Either avoid creating thumbnails or select the "No" button in the dialogbox displayed when creating thumbnails so that the linked information won't be updated.

* To convert electronic documents such as those created with word processing software into an image file format such as TIFF or PDF, Desk Top Editor For Production opens the document with the application associated with the document and prints the document with RICOH File Writer or Adobe(R) Acrobat(R). The conversion is when unavailable the relevant application software is not installed on the computer or if printing with such printer drivers are not available.

* While electronic documents such as those created with word processing software are being converted into color or grayscale images, additional memory is temporarily required. Converting a file into an image on a computer having a small amount of memory, or creating a high-resolution image may take a long time.

* Desk Top Editor For Production cannot handle TIFF files with JPEG compression saved

with the Imaging for Windows application or image files composed of 256 colors (8 bits).

* Desk Top Editor For Production cannot handle TIFF files with LZW compression saved with Photoshop 5.5 and the like.

* When you add a TIFF file to Desk Top Editor For Production, its comments will be lost if the file has been edited with the Imaging for Windows application.

* When you copy a document from Editing Cabinet to Document Server Cabinet, it may fail if the document has been edited and saved with an imaging application other than Desk Top Editor For Production Viewer, such as Imaging for Windows. If that is the case, you will need to edit and save it again using Desk Top Editor For Production Viewer.

* If you have edited a document, stored in Document Server Edit Tool, with an imaging application other than Desk Top Editor For Production Viewer such as Imaging for Windows, do not terminate Desk Top Editor For Production before you save the document. If you do this, Desk Top Editor For Production may not be able to work with the document.

* Desk Top Editor For Production cannot handle BMP files composed of 2 colors, except those in Black & White.

* In order to print HTML files, it is required that a web browser that can print HTML files, such as Internet Explorer or Netscape Communicator, be installed on your computer and that Windows Explorer be properly configured to print HTML files.

* When exporting HTML with converting multi-page TIFF into JPEG file, only the first page will be converted; the rest of the pages will be discarded.

* The recommended size of image data that Desk Top Editor For Production can handle is equivalent to those of A3, 600 dpi (color/grayscale) or A3, 1200 dpi (black & white) at maximum.

* The following features are not available for batch printing or easy printing.
  - Send to Document Server
  - Sample Print
  - Locked Print

* When printing a document from a server directly or with batch printing, depending on the application program with which the document is created, there are cases when it cannot be printed on the paper size. In this case, change the paper size in your printer's properties dialog box, then try again.

* When you connect to a ScanRouter V2 delivery server via client software such as Auto Document Link or Desk Top Editor For Production located on a different subnet, the connection will fail if either or both of the host names cannot be solved with a name resolution method such as WINS or DNS.

* Reducing noise from an image that has been scanned in halftone may not succeed on

the first try. You may need to repeat this until the noise is completely removed.

* While you are using Desk Top Editor For Production to print documents, to convert documents into image data, or to send documents to Job Binding, do not attempt to print files from another application because it may cause an error.

* When you create/update content text search data of documents, you must save it in textformat. If you save it in other format such as rich text format, content text search will not work correctly.

* When converting files, the file name specified when you select "Combine into a multi-page TIFF file" or "Save as self-extracting" will be ignored if you select "Add as document" in the "Select save as/add as" section.

* If you modify your printer's default settings, printing results may be different from what you specified with Desk Top Editor For Production.

* When you work with a file whose format is not supported by Desk Top Editor For Production, some operations such as creating thumbnails or printing may not work properly.

* When you view 1000 different folders in total stored in My Cabinet and Shared Cabinet of My Workroom as well as in My Computer, the following message will be displayed.

"Too many objects for processing. Quit and then restart the application."

When you see this message, just restart Desk Top Editor For Production.

* You may fail to print more than one document at a time if you use older version of SmartNetMonitor for Client. It is recommended that you use version 5.0.4.0 or grater of SmartNetMonitor for Client.

* When you use Easy Scanning, the standard settings for the TWAIN driver will be valid except those available in the Easy Scanning properties dialog box.

* The minimum size of image data that can be converted to Text (with OCR) or be created as Content Text Search Data is 128 x 128 pixels.

* When you convert an Excel 2002 file into image on a computer with one of the Windows 9x series (including Windows Me) of operating systems, the file may not be converted properly. When you encounter this problem, deselect the option "Allow A4/Letter paper resizing" in the Options dialog box of Microsoft Excel 2002, and try again.

* The Send by E-mail function requires you to have installed a MAPI compliant e-mail program on your computer. The following software have been confirmed to work with this function properly:

Microsoft Outlook97
Microsoft Outlook98
Microsoft Outlook2000
Microsoft Outlook2002 (but not with .exe file attachment)
Microsoft Outlook Express

Depending on your computing environment, the Send by E-mail function may not work properly even with the above software. If you are not sure about your environment, try the similar function of other program, such as the Send To menu of Microsoft Word, to see if it works. When it works, then the Send by E-mail function must work as well.

* When Desk Top Editor For Production and Office 2000 are installed and used on the same Windows XP computer, an application may not be terminated properly after it is launched for creating a file, etc. When this happens and you created files on ScanRouter DocumentServer, those files will be exclusive locked and you will not be able to change the document type set for cabinet/folder that contains the file.
Restart ScanRouter DocumentServer to fix the problem. It is recommended to use Office XP rather than Office 2000 on Windows XP computer.

* Unicode is not supported.

* When LPR Port is selected for your printer port, server printing may take a long time.

* If you see an error message, "System load may be too large or the document(s) may be in use" is displayed while connecting to a Document Server, please wait until any operation of the device to which you are connecting is complete, and try again.

* Depending on the application or data being used, your printer driver may not be able to determine automatically whether the original is a black & white document or a color document. In this case, specify whether your document should be printed in color or black & white explicitly and try again.

* Thumbnails created for a file will differ depending on whether or not the application program associated with the file is installed on your computer.

* The icons of shortcuts that are exported as HTML are different from the ones of regular files.

* Desk Top Editor For Production cannot handle TIFF files edited with the Paint program included with Windows XP.

* If you have changed User name of a Document Server Cabinet via the Document Server Cabinet Properties dialog box, choose Refresh from the View menu to display the new name on the window.

* When you paste drawing, text, stamp, or illustration over a color or grayscale image section, each object color will automatically be converted to the corresponding color of the color palette of the target section. Consequently, the color of the object on the target section may be different from the one you have specified in the Select Color dialog box or the one of the original image (when inserting stamp or

illustration).

* When you copy documents from Editing Cabinet to Document Server Cabinet, the document properties will be replaced with the property data managed with the device.
Any information that is not managed with the device will be lost.

* If you copy a document from a Document Server Cabinet stored via the copier function
of the corresponding device to Editing Cabinet or a shared cabinet of Document Server
Edit Tool as a TIFF document, and then you copy it back to the Document Server Cabinet, please note that an error may occur while printing the document if one of
the following options is specified: Booklet, Magazine or Double Copies.

* No more than 2500 documents can be copied to a Document Server Cabinet at a time.

* When you choose Thumbnail View to display the contents of a Document Server Cabinet
while one or more documents in the cabinet are being deleted, thumbnails of the deleting documents may be blank.

* When you print a document containing more than one section and want to print each

section as a separate file, name of each print job will be the name of the original
document.

* When you copy documents from Editing Cabinet to Document Server Cabinet, they will
be appeared under the Edited Document tree.

* You can zoom images displayed in the Desk Top Editor For Production Viewer by typing
any percentage from 10% to 500% in the magnification box appeared in the toolbar of
the Viewer.

* You can combine documents of which Storage Method is the same. In addition, you can
combine documents of which Storage Method is Copy and Printer. The storage method of the new document will be the one of the first combined document.

* Do not close the Easy Viewer window while a large image is displayed. An error message, "This program is not responding" may be displayed.

* Print Backup documents will be listed under the Print Backup Document tree of the

corresponding Document Server Cabinet as well as under the All Users tree and the

corresponding user's tree, if it exists.

* Please note that when you change the size of image data with the Change Size menu item, the margin value specified in the Change Size dialog box will be added to the
actual size in addition to the size you specify.

* When copying, moving, or deleting more than one document at a time, you can cancel
the operation on a document basis. Note that it is applicable to documents stored

in My Cabinet and shared cabinets of My Workroom, Editing Cabinet and shared cabinets of Document Server Edit Tool, and Document Management Servers.

* You can delete up to 2499 documents at a time stored in Editing Cabinet or a shared cabinet of Document Server Edit Tool or in any cabinet of My Workroom.

<For Windows XP users>
* You cannot launch more than one Desk Top Editor For Production on a computer by switching users.

* You cannot use Desk Top Editor For Production via Remote Desktop of Windows XP.

* If you install Windows XP on the PC where Desk Top Editor For Production is installed, you need to reinstall Desk Top Editor For Production after you install Windows XP. Please also note that the following extended features, if any, need to be reconfigured.
  - Scan
  - Easy Scanning
  - Easy Print
  - Send by Fax
  - Preview and Print
  - Job Binding (RPCS printer)
  - Document Server Edit Tool

----- Device Models compatible with Desk Top Editor For Production ------
Scanner
TWAIN compliant scanner:
RICOH Aficio 2090/2105
Savin 4090/40105
Nashuatec 9005/10515
RexRotary 9008/10518
Gestetner 9002/ 10512
Lanier LD 090/0105
infotec IS 2090/2105
* equipped with Printer/Scanner Unit Type2105

Document Server:
RICOH Aficio 2090/2105
Savin 4090/40105
Nashuatec 9005/10515
RexRotary 9008/10518
Gestetner 9002/ 10512
Lanier LD 090/0105
infotec IS 2090/2105
* equipped with File Format Converter Type B, Optional interface and 256MB Memory

Printer
RICOH Aficio 2090/2105
Savin 4090/40105
Nashuatec 9005/10515
RexRotary 9008/10518
Gestetner 9002/ 10512
Lanier LD 090/0105
infotec IS 2090/2105
* equipped with Printer/Scanner Unit Type2105

RICOH Aficio 1085/1105
Savin 2585/25105
Nashuatec 8505/10505
RexRotary 8508/10508

Gestetner 8502/10502
Lanier 5685/5705
infotec 4850e MF/4105e MF
* equipped with EB105e

RICOH Aficio 850/1050
Savin 2085DP/2105DP
Nashuatec D485/D4105
RexRotary 2885/28105
Gestetner 3285/32105
Lanier 5485/5505
infotec 4850 MF/4105 MF
* equipped with EB105

-------- Uninstalling Desk Top Editor For Production --------

* Despite being uninstalled, Desk Top Editor For Production files are not completely deleted in cases such as the following:

- If you have added files manually to the installation directory of Desk Top Editor For Production.
- If you have copied the Desk Top Editor For Production program folder to your computer's desktop.
- If you have added shortcuts manually to the Desk Top Editor For Production program folder. (Only the files that were installed by the install program will be removed when uninstallation is taken place.)

* Even after Desk Top Editor For Production is uninstalled, files added to Desk Top Editor For Production remain in the location specified when installing Desk Top Editor For Production .

* Even after you uninstall Desk Top Editor For Production, the menu item may remain in the Start menu. In this case, please remove it manually.

* Pentium is a trademark of Intel Corporation.
* Microsoft is a registered trademark and Windows and Windows NT are trademarks of Microsoft Corporation in the U.S.A. and other countries.
* UNLHA(32).DLL is freeware provided by Mr. Micco.
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DeskTopBinder V2 Professional
(Version 3.0.0.0)
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- Compatible Device List -

Apr, 2003

This document provides you with important information on using this software.
Please read this carefully.

-------- Peripheral Device Models Confirmed with DeskTopBinder V2 Professional --------

This software is compatible with the devices listed below.

* The following devices support Batch Printing, Easy Printing, and Job Binding features:

Ricoh	Aficio 1022/1027/1032/1035/1045/1060/1075/2035/2045/2035G/2045G
	1224C/1224CG/1232C/1232CG
	Aficio AP2600/AP2600N/AP2610/AP2610N/AP3800C/AP4510/CL3000/CL5000
	LASER AP206/LASER AP2610/LASER AP2610N
	Aficio AP3800C + Copier feature Expander Type3800C
Nashuatec	2205/2705/3205/3525/4525/6005/7505/3545/4545/DSc224/DSc232
	C7006/C7010/C7116
	DSc38
	P7026/P7026n/P7126/P7126n/P7145
	DSc38 + Copier feature Expander Type3800C
Rex Rotary	2238/2738/3238/3508/4508/6008/7508/3518/4518/DSc224/DSc232
	C7006/C7010/C7116
	DSc38
	P7026/P7026N/P7126/P7126N/P7145
	DSc38 + Copier feature Expander Type3800C
Gestetner	2212/2712/3212/3502/4502/6002/7502/3532/4532/4532
	4235g/4245g/DSc224/DSc232
	C7006/C7010/C7116
	DSc38
	P7026/P7026n/P7126/P7126n/P7145
	DSc38 + Copier feature Expander Type3800C
SAVIN	2235/2245/2522/2527/2532/2535/2535p/2545/2545p/2560/2575
	4035/4045/4135g/4145g/C2408/C3210
	SLP6c/SLP38c/SLP26/SLP26n
	MLP26/MLP26n/MLP45
	CLP1036/CLP1620
	SLP38c + Copier feature Expander Type3800C
Infotec	4353MF/4452MF
	IP280/IS2022/IS2027/IS2032/IS2060/IS2075/IS2035/IS2045/ISC824/ISC1032
	IP280 + Copier feature Expander Type3800C
Lanier	5635/5645/5622/5627/5632/LD060/LD075/LD035/LD045/
	LD024c/LD032c
	2138 + Copier feature Expander Type3800C

* The following devices support Easy Scanning feature:

Ricoh	Aficio 1022/1027/1032/1035/1045/1060/1075/2035/2045/2035G/2045G/1224C/1224CG/1232C/1232CG/220/270/350e/355e/450e/455e
	IS330DC
	Aficio AP3800C + Copier feature Expander Type3800C
Nashuatec	2205/2705/3205/3525/4525/6005/7505/3545/4545/DSc224/DSc232
	D422/427
	SC430DC
	DSc38 + Copier feature Expander Type3800C
Rex Rotary	2238/2738/2822/2827/3238/3508/4508/6008/7508/3518/4518/DSc224/DSc232
	SC430DC
	DSc38 + Copier feature Expander Type3800C
Gestetner	2212/2712/3212/3222/3227/3235e/3245e/3502/4502/6002/7502/3532/4532/
	4235g/4245g/DSc224/DSc232
	SC430DC
	DSc38 + Copier feature Expander Type3800C
SAVIN	2235/2245/2522/2527/2532/2535/2545/2560/2575/4035/4045/4135g/4145g/
	C2408/C3210
	9935DPE/2035DPE/9945DPE/2045DPE
	9922DP/9927DP
	SLP38c + Copier feature Expander Type3800C
Infotec	4220MF/4270MF/4353MF/4452MF
	IS2022/IS2027/IS2032/IS2060/IS2075/IS2035/IS2045/ISC824/ISC1032
	IP280 + Copier feature Expander Type3800C
Lanier	5622/5627/5622/5627/5632/5635/5645/LD060/LD075/LD035/LD045/LD024c/LD032c
	2138 + Copier feature Expander Type3800C

* The following devices support Sending by Fax feature:

Ricoh	Aficio 1022/1027/1032/1035/1045/2035/2045/2035G/2045G/1224C/1224CG/1232C/1232CG/4410F/4410NF
Nashuatec	2205/2705/3205/3525/4525/3545/4545/DSc224/DSc232/F104/F104L
Rex Rotary	2238/2738/3238/3508/4508/3518/4518/DSc224/DSc232/F104/F104L
Gestetner	2212/2712/3212/3502/4502/3532/4532/4235g/4245g/DSc224/DSc232/F104/F104L
SAVIN	2235/2245/2522/2527/2532/2535/2545/4035/4045/4135g/4145g/C2408/C3210/3750/3750nf
Infotec	4353MF/4452MF
	IS2022/IS2027/IS2032/IS2035/IS2045/ISC824/ISC1032/IF2150/IF2200
Lanier	5622/5627/5632/5635/5645/LD035/LD045/LD024c/LD032c/LF410/LF415e

* The following devices support the viewing and/or retrieving of documents stored in the document server:

[Supports viewing and retrieving]

Ricoh	Aficio 1022/1027/1032/1035/1045/1060/1075/2035/2045/2035G/2045G/1224C/1224CG/1232C/1232CG
Nashuatec	2205/2705/3205/3525/4525/6005/7505/3545/4545/DSc224/DSc232/DSc38
Rex Rotary	2238/2738/3238/3508/4508/6008/7508/3518/4518/DSc224/DSc232/DSc38

Gestetner	2212/2712/3212/3502/4502/6002/7502/3532/4532/4235g/4245g /DSc224/DSc232/DSc38
Savin	2235/2245/2522/2527/2532/2535/2535p/2545/2545p/2560/2575/4035/4045 /4135g/4145g/C2408/C3210/SLP38c
Infotec	4353 MF/4452 MF/IS2022/IS2027/IS2032/IS2060/IS2075/IS2035/IS2045 /ISC824/ISC1032/IP280
Lanier	5635/5645/5622/5627/5632/2138/LD060/LD075/LD035/LD045/LD024c/LD032c/

[Supports viewing only]

Ricoh	Aficio AP3800C + Copier feature Expander Type3800C
Nashuatec	DSc38 + Copier feature Expander Type3800C
Rex Rotary	DSc38 + Copier feature Expander Type3800C
Gestetner	DSc38 + Copier feature Expander Type3800C
Savin	SLP38c + Copier feature Expander Type3800C
Infotec	IP280 + Copier feature Expander Type3800C
Lanier	2138 + Copier feature Expander Type3800C

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This tool allows you to set the community name for SNMP communication.
For the overview and operating instructions of SNMP Setup Tool, please refer to the online help of this tool. This setup tool is located in the \RDS folder after installing the software. The executable file name is "PMComm.exe."

The community name set with this tool will be used commonly among the following software:

SmartNetMonitor for Admin Ver 5.5.0.0 and later
SmartNetMonitor for Client Ver 5.5.0.0 and later

DeskTopBinder V2 Professional Ver 1.0.7.0 / Ver 2.0.2.0 and later
DeskTopBinder V2 Lite Ver 3.0.0.0 and later

ScanRouter Enterprise Ver 1.0.2.0 and later
ScanRouter V2 Professional Ver 1.0.7.0 / Ver 2.0.2.0 and later
ScanRouter V2 Lite Ver 1.0.7.0 / Ver 2.0.2.0 and later

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Desk Top Editor For Production (V1.0.0.0) Install Check Utility
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May, 2003

This tool is designed to check whether all the components supplied with Desk Top Editor For Production are properly installed or not.

How to use this software
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(1) Copy both the REMPV1_EX.exe and the REMPV1_EX.dat to your local disk at which the check will be performed. Both files must be in the same directory.

(2) Run the REMPV1_EX.exe and follow the instructions on the screen.

Notes

Please be noted that this tool cannot be executed from within the CD. You must first copy it to one of the directories in which creating files is allowed.

Desk Top Editor For Production Converter Printer Driver (Windows /95/98/ME)

<Introduction>

RICOH File Writer is a printer driver for the Windows 95/98/ME environment. (It is incompatible with Windows NT.) This printer driver allows you to convert the format of electronic word-processed materials into an image file format such as TIFF.

<Installation>

1.1 Installing Desk Top Editor For Production

RICOH File Writer is designed to automatically attempt to install when Desk Top Editor For Production is being installed. However, there are cases where the
installation fails due to insufficient OS configuration files, etc.
If a message informs you that the installation of RICOH File Writer was unsuccessful, please install RICOH File Writer by following the instructions below.

1.2 Installing the Printer Driver

1.From the Start menu, select [Settings] and then open [Printers].
2.Double-click [Add Pinter] to start [Add Printer Wizard].
3.Click [Next].
4.Check the [Local printer] checkbox, and click [Next].
5.Click [Have Disk], and after selecting "RICOH File Writer", click [OK].
6.Select "RICOH File Writer", and click [Next].
7.Select "RICOHFileWriter" as the port.
8.Complete the installation in accordance with the wizard instructions.

After completing the installation, configure the following settings:
1.Select "RICOH File Writer" in [Printers], and then select [Properties] from the File menu. [RICOH File Writer Properties] is displayed.
2.Click the [Details] tab, and click [Spool Settings].
3.Check the [Print directly to the printer] checkbox, and click [OK].
4.Close the [Properties] dialog box.

Desk Top Editor For Production

Operating Instructions

1 Overview
2 Desk Top Editor For Production Displays
3 Desk Features
4 Viewer Features
5 Appendix

Preface

Desk Top Editor For Production can integrate and manage diverse data such as image data from scanners and existing image files created with applications. Also, Desk Top Editor For Production can edit documents stored in network devices without losing their image qualities.

This book explains how to set up and operate Desk Top Editor For Production. For information about using Desk Top Editor For Production, see Desk Top Editor For Production Help.

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The product names of the Windows operating systems are as follows:

- The product name of Windows® 95 is Microsoft® Windows® 95.
- The product name of Windows® 98 is Microsoft® Windows® 98.
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition.
- The product names of Windows NT® 4.0 are as follows:
  Microsoft® Windows NT® Server 4.0
  Microsoft® Windows NT® Workstation 4.0
- The product names of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Advanced Server
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product names of Windows® XP are as follows:
  Microsoft® Windows® XP Professional
  Microsoft® Windows® XP Home Edition

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Desk Top Editor For Production

Desk Top Editor For Production can integrate various kinds of data, such as files created in different applications, scanned image data, and existing image files, for total document management and printing.

Desk Top Editor For Production can manage My Workroom documents created on a computer. When functions are added in Extended Features, Document Link Desk Top Editor can be connected input and output network devices. Depending on the network devices, documents stored in Document Server can be copied to Editing Cabinet of Document Server Edit Tool in Desk Top Editor For Production, retaining image quality close to that of when stored, and edited.

Also, using Desk Top Editor For Production, documents in ScanRouter V2 Professional and ScanRouter Enterprise in-trays, and documents stored in ScanRouter DocumentServer cabinet can be viewed and controlled.

To use Document Server Edit Tool, ScanRouter DocumentServer, ScanRouter V2 Professional, and ScanRouter Enterprise, they must be configured using Extended Features.

Document Server Edit Tool Capabilities

Document Server Edit Tool can copy documents from network device Document Servers to Editing Cabinet, retaining image quality close to that of when stored, and edit them. After editing is complete, documents can be copied and returned to its original Document Server.

It is possible to print edited documents from Editing Cabinet; however, if you want to print high-quality image documents, it is recommended that edited documents are copied from Editing Cabinet to Document Server, and then printed.

Document Server Edit Tool can be configured from Extended Features.

Starting and Quitting Desk Top Editor For Production

Starting

1. **Click [Start], and then point to [Programs].**
2. **Point to [Desk Top Editor For Production], and then click [Desk Top Editor For Production].**

   Desk Top Editor For Production starts.

Quitting

1. **On the [File] menu, click [Exit].**

   Desk Top Editor For Production quits.

Note

- If the **[Display list of expired documents on exit]** check box in the **[My Cabinet Properties]** dialog box is selected, documents are searched for and a list of expired documents appears when you quit Desk Top Editor For Production. You can delete unnecessary documents in the list of expired documents.
- If the **[Delete Job Binding documents 24 hours after they were created]** check box in the **[Job Binding (RPCS Printer) Properties]** dialog box is selected, when you quit Desk Top Editor For Production a confirmation message about deleting the documents appears.

Document Management

Cabinets and Folders

Added documents are stored in cabinets. In these cabinets, you can create folders and use them to sort documents.

This cabinet has a trash can. Files and documents are temporarily stored here when they are deleted.

When Desk Top Editor For Production is installed, one My Cabinet and one Editing Cabinet can be created. However, you cannot add more cabinets.

Documents and Sections

You can add multiple files made with various applications as a single document. When saving multiple files as a document, one file becomes one section, and one document consists of multiple sections.

Document Properties

Document properties, including information such as creator, document status, and expiration date, make document management easier.

Using Desk Top Editor For Production, you can configure document properties for each document and check them using Properties. Items that can be checked are: document name, size, location, date added/modified, creator, work status, and expiration date.

Adding Functions

New functions can be added using Desk Top Editor For Production Extended Features. Related devices or programs are displayed under the Desk Top Editor For Production tree. In addition to managing documents in My Workroom, the following document management programs become available:

- Document Server Edit Tool
- ScanRouter DocumentServer
- ScanRouter V2 delivery server

Add or delete network devices or programs as needed.

Note

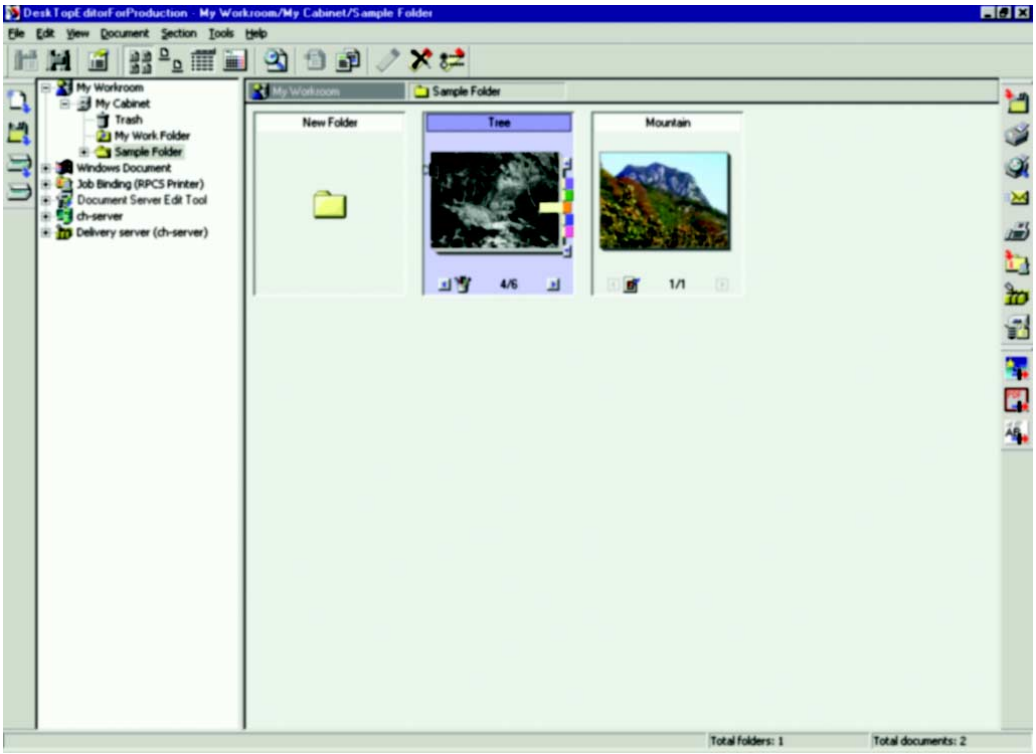
❒ For more information about network devices and programs, see Desk Top Editor For Production Help "**[Extended Features]** in **[Overview]**".

2. Desk Top Editor For Production Displays

Structure of Desk Top Editor For Production

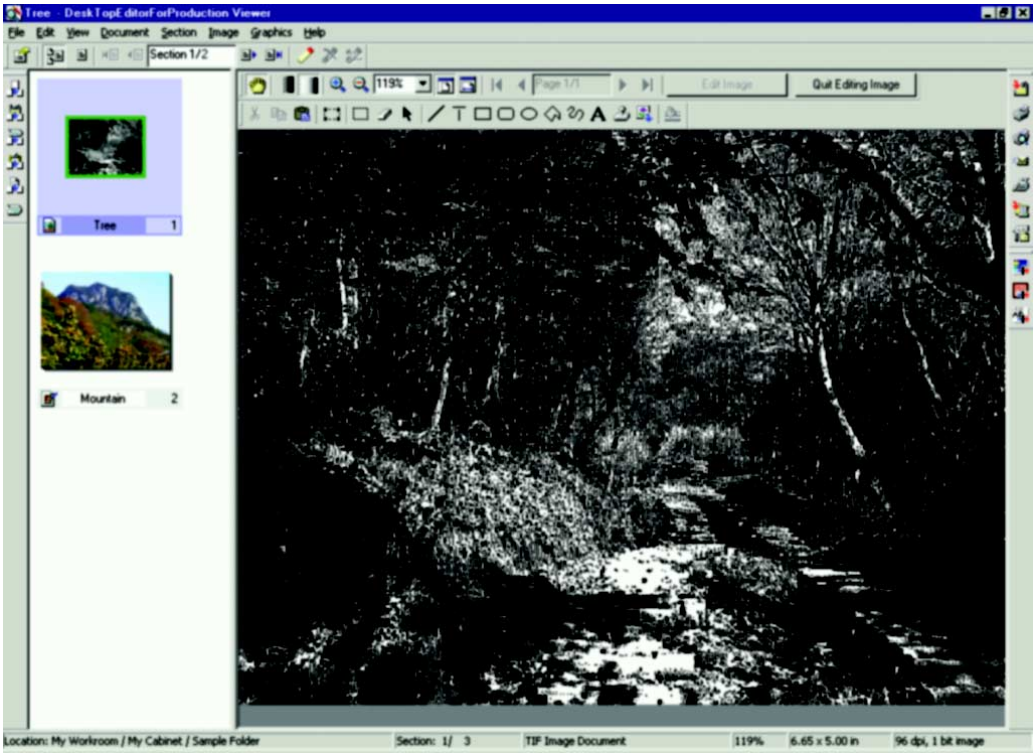
Desk Top Editor For Production has two displays: Desk, and Viewer.

❖ **Desk display**
Displays a document list. This appears when performing Desk Top Editor For Production operations.

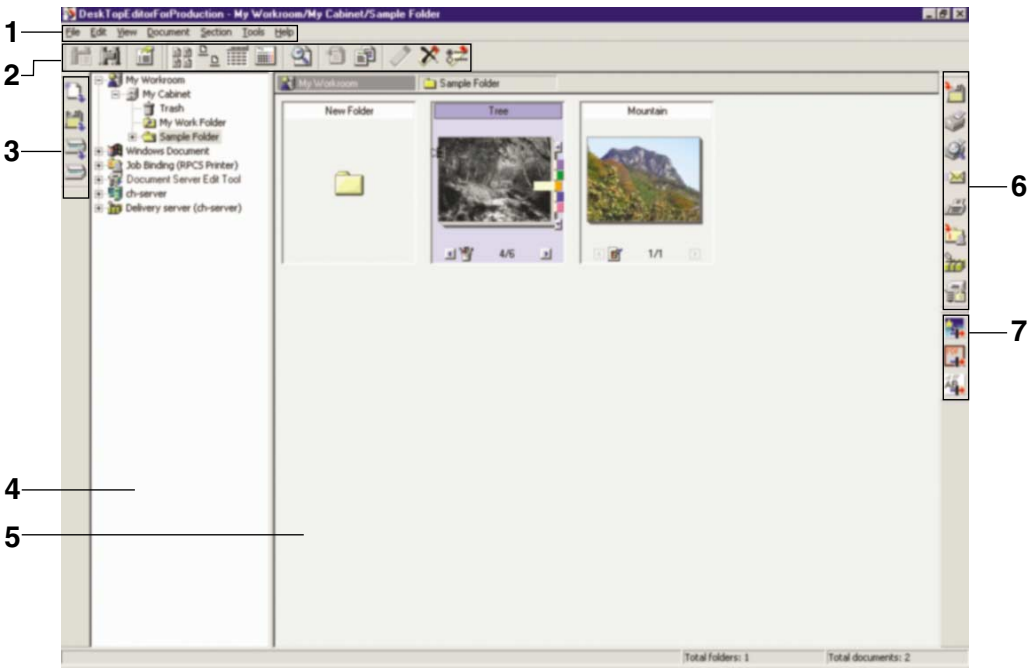


❖ Viewer display

Displays document content. This is mainly used when editing a document.



Desk Display Layout



1. Menu bar
Use this to perform operations on the display.

2. Standard toolbar
Use this to perform basic operations such as searching, displaying properties, and switching views.

3. Input toolbar
Use this to add existing files and scanned documents.

4. Tree pane
Displays My Cabinet of Desk Top Editor For Production and network devices added using Extended Features. Immediately after installation, only My Workroom and Document Server Edit Tool appear.

5. Document list pane
Displays folders and documents in a cabinet, or a folder selected from the tree.

6. Output toolbar
Use this for printing, sending by e-mail, and fax transmission.

7. Conversion toolbar
Use this to convert documents or sections into images, PDF files, and text. Functions configured using Extended Features appear.

Document Views

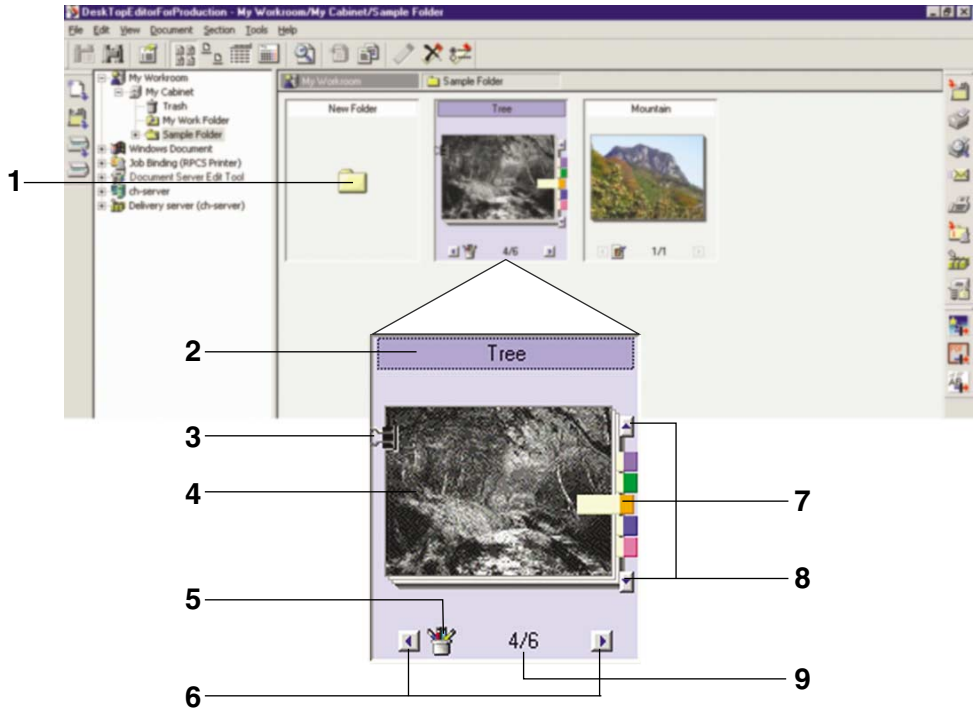
The following views are available:

Note

❒ Folder or document names can be edited by clicking on them.

❒ Type of views and display contents vary depending on the network devices.

Thumbnail view



1. Folder icon

2. Folder or document name

3. Clip

A clip appears if a document is composed of multiple sections.

4. Section thumbnail

Section thumbnails are displayed. If a thumbnail is not created, a blank appears.

5. Section icon

Displays an icon of the application the section was created with.

6. [Previous Section] [Next Section] buttons

These buttons appear when a document consists of multiple sections. Use these to move through the sections of a document.

7. Note

Click this to view marked sections. Double-click to open the **[Note Contents]** dialog box.

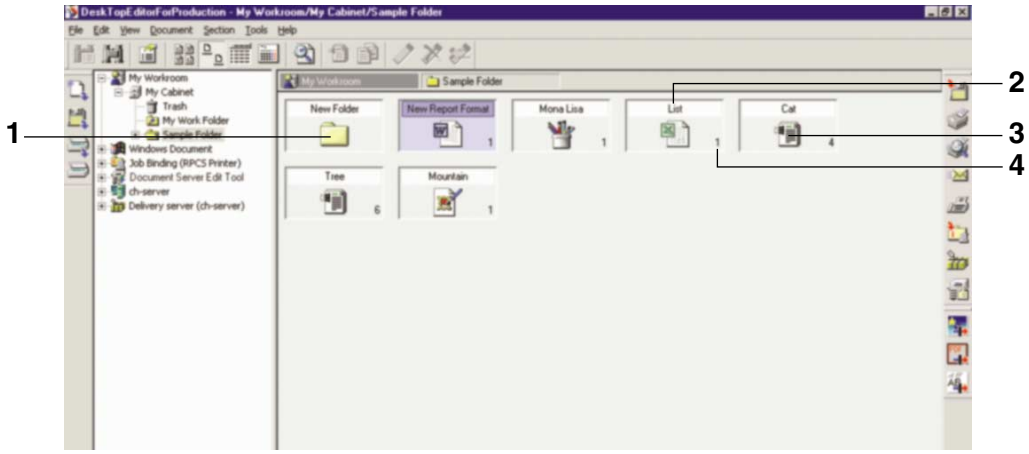
8. Note Leaf

When six or more notes are attached to one document, only five notes are displayed, and the **[Note Leaf]** buttons appear. Use these to move through marked sections.

9. Current section number/total section number

Displays the current section number and total number of sections.

Icons view



1. Folder icon

2. Folder or document name

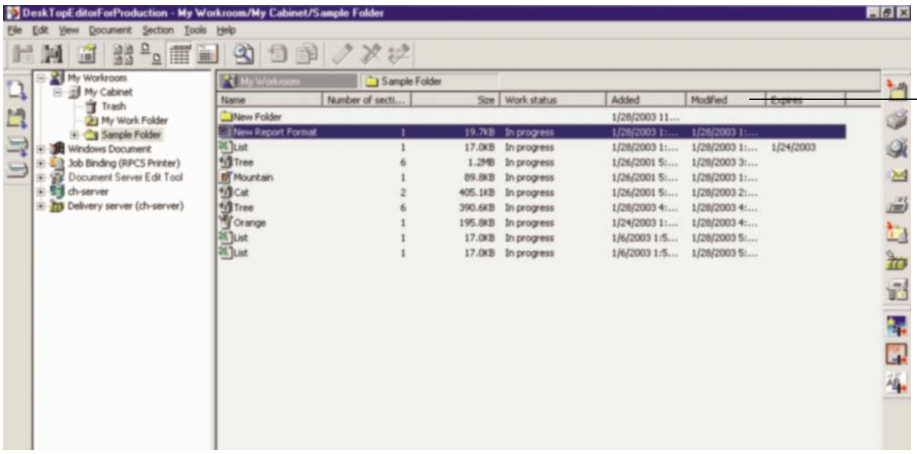
3. Document icon

The document icon is displayed. When a document consists of multiple sections, the icon is displayed with a clip attached.

4. Total section number

Displays the total number of sections in a document.

Details view

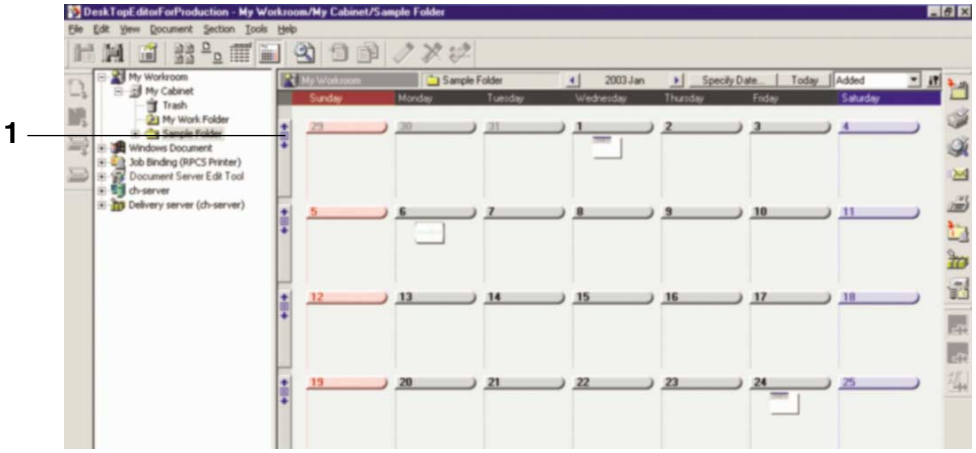


1. Displayed items

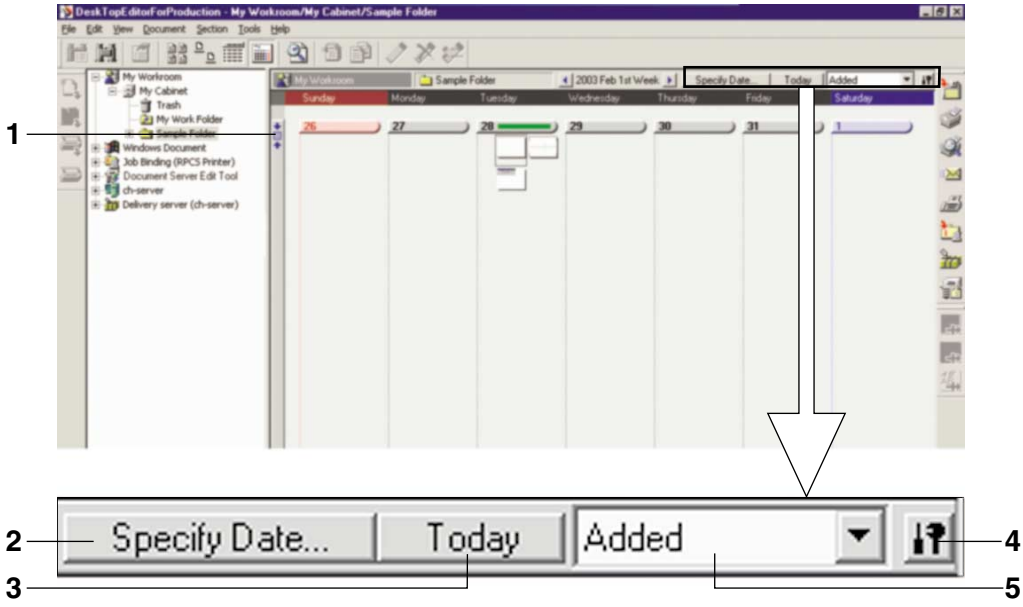
Click each item to sort documents.

Calendar view

❖ Monthly view



❖ Weekly view



1. **[Monthly][Weekly] buttons**
Click to switch between weekly and monthly calendar.

2. **[Specify Date] button**
Displays the month or week of a specified date.

3. **[Today] button**
Displays the current month or week.

4. **[Calendar Settings] button**
Select Monday or Sunday as the first day of the calendar week.

5. **[Added][Modified] date**
Select to display documents in order of date added or modified.

Displaying Document Content

Document content can be displayed by the following methods:

❖ **Using Easy Viewer**
Click **[Easy Viewer]** on the **[View]** menu, or click the **[Easy Viewer]** button on the toolbar, and then select a document in the document list pane.

❖ **Using Viewer**
Two methods are available:

- On the **[Document]** menu, click **[Open in Viewer]**.
- In Desk Top Editor For Production Preferences, make the settings for documents to be displayed using Viewer when they are double-clicked, and then double-click a document.

❖ **Using an application**
Three methods are available:

- In Desk Top Editor For Production Preferences, make the settings for documents to be displayed using an application when they are double-clicked, and then double-click a document.
- In the Thumbnails view, select a section, and then click **[Open in Application]** on the **[Document]** menu.
- In the Icon view, Details view, or Calendar view, select a document containing only one section, and then click **[Open in Application]** on the **[Document]** menu.

Displaying a Document Using Easy Viewer

You can easily display the contents of a document, section by section.

Click the icon, the **[Easy Viewer]** button, and then select a document in the document list pane.

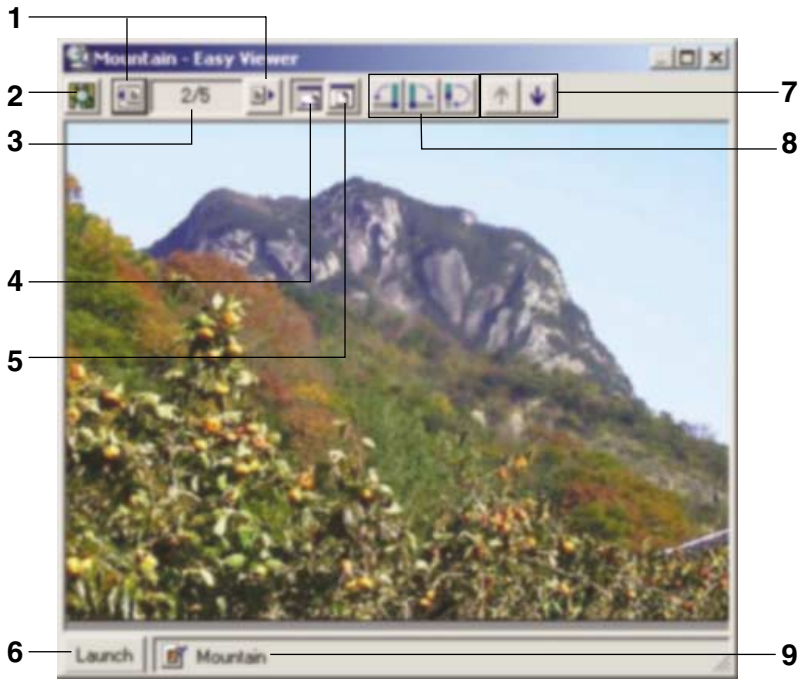
You can change the size of the **[Easy Viewer]** window.

Note

❒ Only image sections can be displayed using Easy Viewer.

Reference

For more information about file formats that can be displayed using Easy Viewer, See p.36 “Image File That Can Be Displayed”.



1. [Previous Section][Next Section] buttons

Click these buttons to move through the sections of a document.

2. [Open Viewer] button

Click this to start Viewer. Easy Viewer closes.

3. Current section number/total section number

Displays the current section number and the total number of sections.

4. [Fit to Width] button

Fits the current section to the width of the window.

5. [Fit in Window] button

Fits the current section to the overall size of the window.

6. [Launch] button

Launches an application. Easy Viewer closes.

7. [Previous Document][Next Document] buttons

Use these buttons to move from document to document.

8. [90°Left][90°Right] [180°] buttons

Click these to rotate sections of a displayed image. Rotated images cannot be saved.

9. Section name

Managing Documents

Reference

For details, see Help.

Adding Documents

To add a document, start from the **[File]** menu, or the Input toolbar.

The following methods are available:

- Create a new file using an application
  A new file created with an application is added as a document.
- Add a file as a document
  An existing file is added as a document. You can use a drag-and-drop operation.
- Add a document using a scanner
  A scanned image is added as a document.
- Add a document using easy scanning
  Configure scan-input settings in advance. The image scanned with an easy scanning-compliant scanner is added as a document.

Note

❒ Scan or easy scanning settings must be configured using Extended Features.

Transferring Documents or Files

By monitoring delivery server in-trays on the network, specific Windows folders, and Fax Received Files of network devices using Auto Document Link, documents or files in monitored items can be transferred and added to Desk Top Editor For Production or ScanRouter DocumentServer as documents, or saved to Windows folders as files.

There are two methods of transfer: automatic, and manual.

Reference

For more information about Auto Document Link, see *Auto Document Link Guide*.

- Transfer Settings
  On the **[Tools]** menu, point to **[Auto Document Link]**, and then click **[Properties]**. In the **[Auto Document Link Properties]** dialog box, select the item you want to monitor, and then make the necessary settings.
- Automatic transfer
  Documents or files in monitored items are automatically transferred to the specified locations using the settings in the **[Auto Document Link Properties]** dialog box.
  To transfer documents or files automatically, Auto Document Link must be started.

- Manual transfer
  On the **[Tools]** menu, point to **[Auto Document Link]**, and then click **[Check New Data]**. Documents or files in monitored items are transferred to specified locations using the settings in the **[Auto Document Link Properties]** dialog box.

Note

❒ Auto Document Link can also be started from the **[Start]** menu of Windows.

❒ The Auto Document Link icon appears on the taskbar when you start Desk Top Editor For Production. Right-click the icon. You can also make settings and check new data from the menu.

Searching for Documents

To search for documents, start from the **[File]** menu, or General toolbar.

The following methods are available:

- Specific Search
  Searches using detailed conditions. Keywords or Content Text Search data is used to find documents.
- Broad Search
  Searches only using words or date.

Arranging Documents

The following methods are available:

- Display properties
  Check document properties and document type.
- Create thumbnails
  When section thumbnails are created, you can find and view documents in the Thumbnails view.
- Combine/separate documents
  Combines multiple documents or separates Desk Top Editor For Production documents that include multiple sections. When a Desk Top Editor For Production is separated, one section becomes one document, creating multiple documents.
- Add/delete a note and change note contents
  Adds or deletes notes on a section to make document arrangement easier. You can change the color of a note, and enter a comment.
- Create Content Text Search data
  Creates Content Text Search data.

Printing/Outputting/Converting Documents

To print, output, or convert documents, start from the **[File]** menu, or Output/Conversion toolbar.

The following methods are available to print or output documents:

❖ Printing/Outputting documents

- Print
- Preview and Print
- Print using Easy Print
- Export as files
- Send by E-mail
- Fax transmission (Send by Fax)
- Deliver from ScanRouter V2 delivery server
- Save in Job Binding

❖ Converting documents

- Convert to image of the specified file format
- Convert to PDF
- Convert to Text (with OCR)

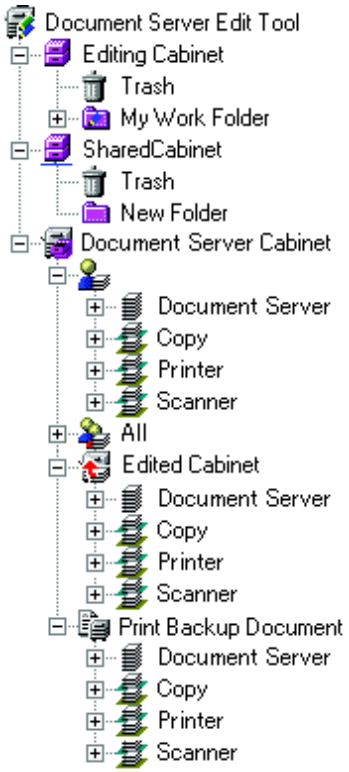
Note

❒ Send by E-mail, Easy Print, Send by Fax, Deliver, Save in Job Binding, Convert to Image, Convert to PDF, and Convert to Text (with OCR) must be configured using Extended Features.

Using Document Server Edit Tool

Structure of Document Server Edit Tool

There are three types of cabinet in Document Server Edit Tool: Editing Cabinet, Shared Cabinet, and Document Server Cabinet.



- Editing Cabinet
  Documents in Editing Cabinets (in a client computer) can be edited. A copy of a Document Server Cabinet document is moved to Editing Cabinet and edited using Viewer. After editing is complete, the document can be copied and returned to Document Server Cabinet.
  Copied documents are sorted as edited documents.
- Shared Cabinet
  Documents in Shared Cabinets (on the network) can be viewed by multiple users. You can move a copy of a Document Server Cabinet document to a Shared Cabinet; however, you cannot edit copied documents in Shared Cabinets.
  Multiple Shared Cabinet can be added from Document Server Edit Tool Properties.

- Document Server Cabinet
  Documents in Document Server Cabinets (which is in Document Server of a device installed with options necessary for Document Server Edit Tool) can be viewed and printed. You cannot edit documents in Document Server Cabinets.
  Multiple Document Server Cabinets can be added using Document Server Edit Tool Properties.

Adding Document Server Cabinets

Follow the procedure below to add a Document Server Cabinet.

1. **In the tree pane, select Document Server Edit Tool, and then click [Properties] on the [File] menu.**

   The **[Document Server Edit Tool Properties]** dialog box appears.

2. **Click [Add].**

   The **[Select Cabinet]** dialog box appears.

3. **Click [Document Server Cabinet], and then click [OK] .**

   The **[Document Server Cabinet Properties]** dialog box appears.

4. **Make the necessary properties settings, and then click [OK].**

   The cabinet is added.

Editing Documents Stored in Document Server Cabinet

Follow the procedure below to edit Document Server Cabinet documents in Editing Cabinet.

1. **In Document Server Cabinet, select a document you want to edit, and then click [Copy] on the [Edit] menu.**

   The **[Copy Document]** dialog box appears.

2. **Select the copy location, and then click [OK].**

   Note

   ❒ If the storage method for the document is **[Copy]** or **[Printer]**, the **[Copy File Format]** dialog box appears. You can make settings for the copying method.

3. **In Editing Cabinet, select the copied document, and then click [Open in Viewer] on the [Document] menu.**

   Viewer starts and the document appears.

4. **Edit the document. After editing is complete, repeat steps 1-2 to copy, and then return the edited document to Document Server Cabinet.**

Editing Cabinet Limitations

Editing Cabinet documents have the following limitations:

- When a document is copied from Editing Cabinet to a Document Server Cabinet, some document information, such as note and work status, will be lost.
- Only documents copied from the same device can be combined. However, scanned documents cannot be combined with documents stored using methods other than scanning.

Documents Displayed in Document Server Cabinet

In addition to stored documents, the following documents are displayed in Document Server Cabinet:

- Edited documents
  Only documents edited in Editing Cabinet and copied to Document Server Cabinet are displayed.
- Print Backup
  Only documents specified with **[Print Backup Document]** in network devices are displayed.

Maintenance

Arranging Folders

You can create, delete, move, and change folder names.

Adding Functions

To add functions, click **[Extended Features]** on the **[Tools]** menu.

The following functions can be configured:

- Input functions
  Scan, easy scanning
- Output functions
  Print, Easy Print, Send by E-mail, Send by Fax, Deliver, Preview and Print, Save in Job Binding
- Convert functions
  Convert to Image, Convert to PDF, Convert to Text (with OCR)
- Network functions
  Windows Document, Document Server Edit Tool, ScanRouter V2 delivery server, ScanRouter DocumentServer, Document Server, Job Binding (RPCS Printer)
- Tools functions
  Import HTML, Export HTML, Export Document Properties Summary in CSV format, Entry Assistant, Print Document Properties Summary by List

Backing Up Desk Top Editor For Production Cabinet

For backups, start from the **[File]** menu.

You can perform periodic backups and extract backup data.

Note

❒ Only My Cabinet and Document Server Edit Tool Editing Cabinet can be backed up.

❖ **Manual backup**

Select the folder you want to back up. On the **[File]** menu, click **[Back up]**. In the **[Back Up]** dialog box, select the objects you want to back up. In the **[Save As]** dialog box, specify the name for the backup file and the location where you want to save the file.

❖ **Automatic backup**

Click the **[File]** menu, click **[Properties]**. In the **[My Cabinet Properties]** dialog box, click the **[Backup]** tab, and then make the necessary settings.

❖ **Restoring backup data**

Use Windows Explorer to uncompress the file.
In the **[Extract To]** dialog box, click **[Browse Desk Top Editor For Production]**. Specify the location for the file, and then uncompress it .

Note

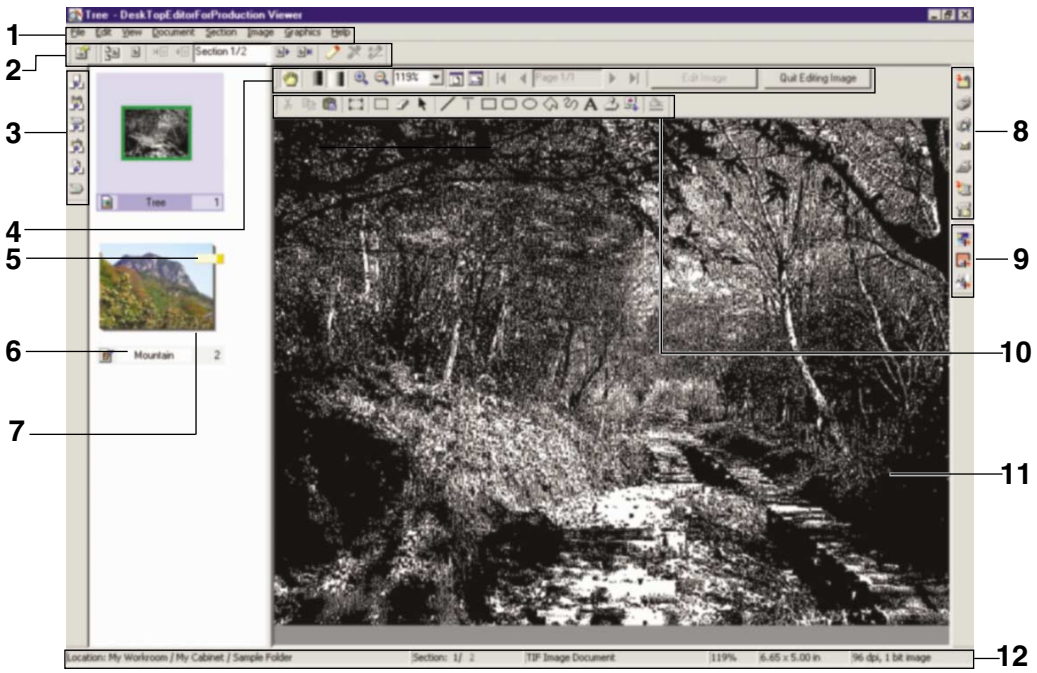
❒ Documents in Document Server Cabinet cannot be backed up.

Note

❒ For more information about backups, see Help "**[Backup]** in **[Operations for Desk Top Editor For Production]**".

Viewer Display Layout

The menu and toolbars appear differently, depending on whether an image or non-image section is displayed.



1. Menu bar
Use this to perform operations on the display.

2. Standard toolbar
Use this to perform basic operations such as switching sections and adding notes.

3. Input toolbar
Use this to add existing files and scanned documents.

4. Image Viewing toolbar
Use this to zoom in or out an image.

5. Note
Use this to attach or delete a note, or to change the note contents.

6. Section name
Use this to change the section name.

7. Section list pane
The section thumbnail list in a document appears

8. Output toolbar
Use this for printing, sending by e-mail, and fax transmission.

9. Conversion toolbar
Use this to convert documents or sections into images, PDF files, and text. Functions configured using Extended Features appear.

10. Drawing toolbar

Use this to specify an area for image processing, draw figures (lines, polygons, and circles), and insert text onto an image. This is available only in Edit Image mode.

11. Section pane

The contents of the currently selected section are displayed. Only image sections can be displayed.

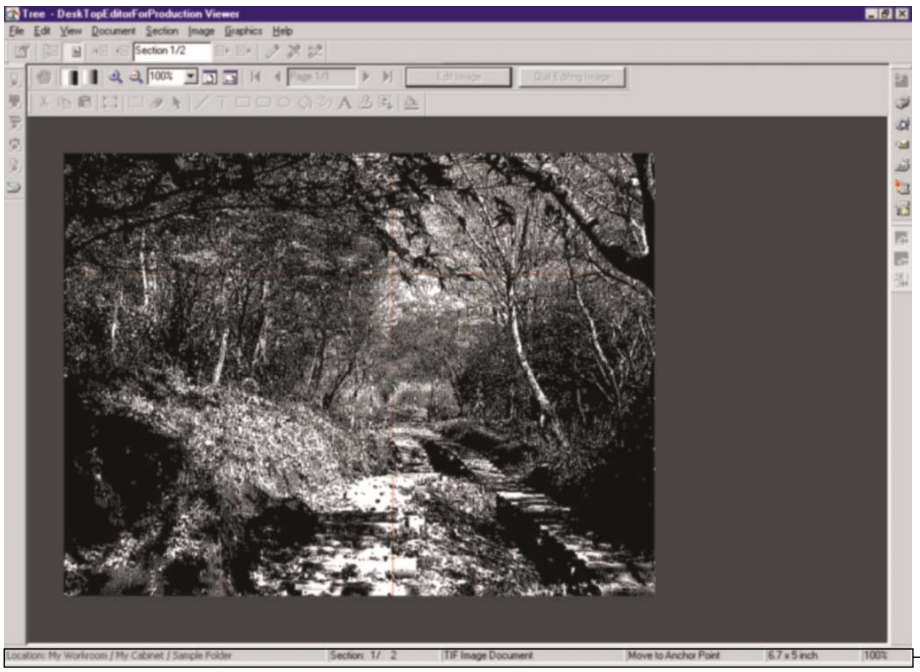
12. Status bar

Displays the document location, section number of the currently displayed section, and total number of sections. When displaying an image section, zoom ratio and section size appear.

Note

❒ The Image Viewing toolbar appears only when an image section is displayed. The Drawing toolbar can be used in Edit Image mode.

❖ Viewer display when editing an image



1. Status bar

While an image is being edited, editing contents and section number of the currently edited section are displayed.

Editing Image Sections

Reference

For more information, see Help.

Before You Start Editing

Before you start editing an image, you must enter Edit Image mode. To enter Edit Image mode, switch from the **[Section]** menu or the Image Viewing toolbar.

Important

❒ We recommend backing up documents before you start editing them. Documents immediately reflect the changes made using the following functions of this software, and cannot be undone.

Editing Multiple Sections at Once

The following image processing functions can be performed for image sections of a document. Image processing can be performed not only for an image section displayed in the Section pane, but also for all sections in a document at once. Section range can also be specified to apply the image processing.

Note

❒ Multiple grayscale image sections and color image sections cannot be edited at once.

To Process a Specified Image Section

The following editing functions can be performed for a specified area. Methods for specifying the image processing area for multiple sections and specifying a range for a single section are different. When a range is specified, an image processing area cannot be specified.

❖ **Delete Area**

Deletes inside a specified area of an image section.

❖ **Fill Area**

Fills inside or outside a specified area of an image section with white or black.

❖ **Move Area**

Moves a specified area of image section to a different position within the same section.

❖ **Copy Area**
Copies a specified area of an image section and pastes it to a different position within the same section, or a different section. The copied area can be pasted on the same section multiple times.

❖ **Move to Anchor Point**
Moves a specified area of an image section to the base anchor (a specific point on the image). The specified area can be moved and positioned correctly using the base anchor.

❖ **Invert Black and White**
Inverts inside a specified area of an image section.

❖ **Mirror**
Mirror reverses inside a specified area of an image section.

❖ **Rotate Image**
Rotates a specified area of an image section clockwise or counter-clockwise by 90 or 180 degrees.

For Entire Image Area

The following editing functions can be performed for the entire area of an image section.

❖ **Change Size**
Changes the image section size. Two methods are available: selecting a paper size, and specifying the desired size.

❖ **Erase Center**
Erases the center of the section by filling it with white. This function can be used for erasing the shadow scanned when scanning originals such as thick books.

❖ **Erase Border**
Erases the surrounding area of the section by filling it with white. This function can be used for erasing the shadow scanned when scanning originals such as thick books.

❖ **Overlay Template**
Combines an image section and a template. This function can be used to insert a company logo.

❖ **Skew Correction**
Adjusts the skew of an image section. Skew can be corrected automatically or manually.

❖ **Reduce Noise**
Reduces noise in an image section to make it clearer. This function can be used if dust or stains were scanned with the original.

❖ **Enhance Image**
Enhances the section to make the image clearer. This function can be used if a less-gradated original was scanned.

❖ **Insert Page Number**
Inserts page numbers onto an image section. The page number format and range can be specified.

❖ **Insert Text**
Inserts text into an image section. The insert position and character strings can be changed.

Available Processing Methods

The following three methods are available to edit image sections:

❖ **Process sections while confirming each display**
Image sections in the specified range appear in Section pane when specifying whether to show the processing or not by checking it section by section. On the menu that appears when you right-click the Section pane, you can select a processing method, such as going to the next section showing the processing to the current section, or suspending processing.

❖ **Process the selected sections at one time**
Image sections in the specified range are processed together.

❖ **Batch process while confirming section overlay**
Image sections in the specified range are processed with OR image combining while specifying whether to perform batch processing or not by checking the processing result. On the menu that appears when you right-click the Section pane, you can select a processing method, such as execution of batch processing, or canceling processing.
This method can be used only for Delete Area, Erase Center, and Erase Border functions of multiple sections.

Editing Section by Section

Image editing such as drawing figures and image processing can be performed section by section.

The following functions are available:

❖ **Text**
Enters a character string as text.

❖ **Stamp**
Pastes a ready-to-use stamp onto an image

❖ **Insert Illustration**
Pastes a ready-to-use illustration onto an image.

❖ **Straight Lines**
Draws a straight line onto an image. You can also draw a diagonal line

❖ **Horizontal/Vertical Lines**
Draws a horizontal, vertical, or 45 degree diagonal line onto an image section.

❖ **Squares/Rectangles**
Draws a square or rectangle onto an image section.

❖ **Rounded Rectangles**
Draws a round-cornered rectangle onto an image section.

❖ **Ovals**
Draws an oval onto an image section.

❖ **Polygons**
Draws a polygon onto an image section.

❖ **Freehand**
Draws a freehand figure or line onto an image section.

❖ **Insert Text**
Inserts text onto an image section. The insertion point and character string can be specified.

❖ **Show-Through Correction**
Eliminates the show-through image (scanned in with a color scanner) and makes the image clearer.

❖ **Erase Selected Area**
Erases inside or outside the range specified onto an image section.

❖ **Move**
Moves the range specified onto an image section.

❖ **Cut**
Cuts the range specified onto an image section.

❖ **Copy**
Copies the range specified onto an image section.

❖ **Paste**
Pastes the copied or cut range onto an image section.

❖ **Clear**
Deletes inside the range specified onto an image section.

❖ **Erase**
Erases unwanted parts, as if you are using an eraser.

Managing Sections

Reference

For more information, see Help.

Changing the Section Order

To change the section order, use the **[Section]** menu, or move a section thumbnail in the thumbnail pane using a drag-and-drop operation.

Inserting/Replacing a Section

To insert or replace a section, start from the **[File]** menu or the Input toolbar.

The following types of data can be inserted or replaced:

- New images (blank image files)
- Data imported from a file
- Scanned image data
- Clipboard images
- Data captured from added documents
- Image data scanned using easy scanning

Note

❒ To use scan or easy scanning to insert or replace a section, you must first configure them using Extended Features.

Printing/Outputting/Converting a Section

To print, output, or convert a section, start from the **[File]** menu, Output toolbar, or Conversion toolbar.

The following methods are available to print, output, or convert sections:

❖ **Printing/Outputting sections**

- Print
- Preview and Print
- Print using Easy Print
- Export as files
- Send by E-mail
- Fax transmission (Send by Fax)
- Save in Job Binding

❖ **Converting sections**

- Convert to image of the specified file format
- Convert to PDF
- Convert to Text (with OCR)

Note

❒ Send by E-mail, Easy Print, Send by Fax, Save in Job Binding, Convert to Image, Convert to PDF, and Convert to Text (with OCR) must be configured using Extended Features.

Rotating a Section

A section can be rotated clockwise or counter-clockwise by 90 or 180 degrees. When a range is specified, multiple sections can be rotated at once.

To rotate a section, start from the **[Section]** menu.

Operating Environment

System Requirements

Before installing Desk Top Editor For Production, make sure your computer meets the following system requirements:

- Computer
  PC/AT compatible computer
- Operating System
  Microsoft Windows 98
  Microsoft Windows 98 Second Edition
  Microsoft Windows Millennium Edition
  Microsoft WindowsNT Workstation 4.0 Service Pack 6a or later
  Microsoft WindowsNT Server 4.0 Service Pack 6a or later
  Microsoft Windows 2000 Professional Service Pack 2 or later
  Microsoft Windows 2000 Server Service Pack 2 or later
  Microsoft Windows XP Professional
  Microsoft Windows XP Home Edition
- CPU
  Pentium III 600 MHz or faster
- RAM
  256 MB or more
- Hard Drive Space Available
  50 MB or more
- Display
  800 x 600 pixels 256 Colors or more (1024 x 768 pixels or more recommended),
  800 x 600 pixels 64,000 Colors or more recommended
- Connecting System
  ScanRouter V2 Professional V1.0.4.0 or later
  ScanRouter Enterprise V1.0.0.0 or later
  ScanRouter DocumentServer V1.0.0.0 or later
- Scanner
  See the Readme file.
- Printer
  See the Readme file.

Note

❒ Do not install or use the following software on a computer where Desk Top Editor For Production will be installed:

- DeskTopBinder V2
- ScanRouter DocumentServer
- ScanRouter V2 Professional
- ScanRouter Enterprise

❒ If you want the computer, which will be installed with Desk Top Editor For Production, to be connected to the computer with Print Job Manager Professional installed, you must install PrintIntegrater Port.

❒ To convert a file to PDF, Adobe Acrobat PDF Writer must be installed.

❒ To use Document Server Edit Tool, options necessary for Document Server Edit Tool must be installed on the devices that support Document Server. For information about those devices, contact your local dealer or sales representative.

❒ We recommend you increase memory and hard disk capacity if you use gray-scale or black and white images with Desk Top Editor For Production.

❒ When you use Desk Top Editor For Production on a dialup network computer, the computer may connect to the dial-up network while using Desk Top Editor For Production.

Reference

p.39 “Dial-up Related Devices”

File Types that Desk Top Editor For Production can Manage

Desk Top Editor For Production can manage the following file types:

Files Created Using Document Editing Applications

Desk Top Editor For Production can manage files with the extensions below.

When these files are used with Desk Top Editor For Production, the related applications must be installed.

❖ **.txt**
Notepad must be installed.

❖ **.doc (a file created by using Microsoft® Word 97, Microsoft ®Word 98, Microsoft® Word 2000, or Microsoft® Word version 2002)**
Microsoft® Word 97, Microsoft® Word 98, Microsoft® Word 2000, or Microsoft® Word version 2002 must be installed.

❖ **.rtf (a file created by using Microsoft® Word 97, Microsoft® Word 98, Microsoft® Word 2000, or Microsoft® Word version 2002)**
Microsoft® Word 97, Microsoft® Word 98, Microsoft® Word 2000, or Microsoft® Word version 2002 must be installed.

❖ **.ppt (a file created by using Microsoft® PowerPoint® 97, Microsoft® PowerPoint® 2000, or Microsoft® PowerPoint® version 2002)**
Microsoft® PowerPoint® 97, Microsoft® PowerPoint® 2000, or Microsoft® PowerPoint® version 2002 must be installed.

❖ **.xls (a file created by using Microsoft® Excel 97, Microsoft® Excel 2000, or Microsoft® Excel version 2002)**
Microsoft® Excel 97, Microsoft® Excel 2000, or Microsoft® Excel version 2002 must be installed.

❖ **.pdf (a file created by using Acrobat 3.0/4.0/5.0)**
Adobe® Acrobat 4.0 or later must be installed.

Note

❒ According to the configuration of Windows and the application's settings, the thumbnail created might be different. For example, the thumbnail's background color will change according to the color scheme on the **[Appearance]** tab in the **[Display Properties]** dialog box.

❒ For files whose format is not supported by Desk Top Editor For Production, Desk Top Editor For Production operations may not work properly.

Image File That Can Be Displayed

Scanned documents and the following image files are displayed with Viewer.

They are displayed as thumbnails in the document list pane and section list pane.

Only the file types listed below are treated as image files.

Note

❒ Multi-page TIFF files cannot be edited using Viewer.

❖ **BMP (Uncompressed)**
Black & White (1 bit), 256 colors (8 bits), Grayscale (8 bits), Full Colors (24 bits)

❖ **TIFF compliant to multi-pages (Uncompressed)**
Black & White (1 bit), 256 colors (8 bits), Grayscale (8 bits), Full Colors (24 bits)

❖ **TIFF compliant to multi-pages (ITU-T G3 FaxMH, ITU-T G3 FaxMR, ITU-T G4 FaxMMR, Huffman (MH))**
Black & White (1 bit)

❖ **TIFF compliant to multi-pages (JPEG (JFIF) -YCbCr)**
Grayscale (8 bits), Full Colors (24 bits)

❖ **TIFF Class F compliant to multi-pages (ITU-T G3 FaxMH, ITU-T G3 FaxMR, ITU-T G4 FaxMMR)**
Black & White (1 bit)

❖ **JPEG (Normal, Progressive)**
Grayscale (8 bits), Full Colors (24 bits)

❖ **PNG**
Black & White (1 bit), 256 colors (8 bits), Grayscale (8 bits), Full Colors (24 bits)

❖ **JPEG2000**
Grayscale (8 bits)

Note

❒ Only JPEG2000 files copied from a Document Server network device can be treated as image files. Also, operations for files copied to locations other than Document Server Cabinet may not be performed properly.

Installing Desk Top Editor For Production

Installing

Desk Top Editor For Production is registered as a Windows application program. Before starting installation, make sure no other applications are running.

Note

❒ If the operating system is Windows NT 4.0, Windows 2000, or Windows XP, log on as an administrator.

❒ Desk Top Editor For Production cannot be installed on a computer where DeskTopBinder V2 or RP Edit Service is already installed. Before installing Desk Top Editor For Production, uninstall these applications.

1 Insert the installation CD into the CD-ROM drive.

2 Execute Setup.exe on the installation CD.

Installation starts.

3 Click [Next] in the dialog box that appears.

4 Check the license agreement, and then click [Yes].

5 Enter the user information, and then click [Next].

Enter the user name, company name, and serial number.

6 Check the entered information, and then click [Yes].

7 Specify the installation location, and then click [OK].

8 Specify the location of the documents that Desk Top Editor For Production will manage, and then click [Next].

You can change the location of documents managed by Desk Top Editor For Production, but it is generally better leave them as they are and use the RDCab folder, the stored location folder.

In the RDCab folder, the PL folder is created. The RDCab folder must be created in the built-in hard drive of client computers where Desk Top Editor For Production is installed.

9 Check the setup details of the installation location, and then click [Next].

10 Click [Yes] to use Auto Document Link as a terminate-and-stay-resident tool, or click [No] to start it from the application.

11 Click [Finish].

Uninstalling

Even if you uninstall Desk Top Editor For Production, the document location folder (usually the PL folder within the RDCab folder) will not be deleted. The document section files will remain in the document location folder.

1. **Start Windows.**
2. **Click [Start], point to [Settings], and then Click [Control Panel].**
3. **Double-click [Add/Remove Programs].**
4. **Click [Desk Top Editor For Production].**
5. **Click [Add/Remove] or [Change/Remove].**
6. **Click [Remove] in the dialog box that appears, and then click [Next].**
   A confirmation dialog box appears.
7. **Click [OK].**

Dial-up Related Devices

When a Dial-up Router Is Connected to the Network Environment Where Desk Top Editor For Production Is Used

Make sure the network delivery server, or other network devices using Desk Top Editor For Production and Auto Document Link, is configured properly.

If the network environment is changed, reconfigure the network delivery server and other network devices with Desk Top Editor For Production and Auto Document Link.

Important

❒ If the delivery server or other network devices are connected via a dialup router, communication charges may accrue when you connect to the network lines.

When Using a Dial-up Network Computer

When you use Desk Top Editor For Production or Auto Document Link on a dial-up network computer, depending on configuration, the computer will connect to the dial-up network when scanning using a TWAIN scanner, or connecting to a delivery server or Document Server.

Important

❒ If a computer is configured to automatically connect to the Internet, it will connect without a confirmation dialog box appearing, and communication charges may accrue.

Troubleshooting

❖ **A document cannot be converted to an image.**
Make sure that RICOH File Writer is installed. If it is, see the Readme file located in the RFWriter folder on the CD-ROM, and install it from **[Add Printer]**.

❖ **Some applications do not appear in the list displayed in [Standard] in the [Create File from Application] dialog box.**
Click **[Add]**, and then add the new file created with the application in the **[User Template]** list.

❖ **I want to convert and output files.**
Select the document you want to convert and output. On the **[File]** menu, click **[Convert]**. Before converting and outputting, Convert must be configured from Extended Features.

❖ **Document thumbnails cannot be displayed in the Thumbnails view.**
Select the document whose thumbnail was not appeared. On the **[Document]** menu, click **[Create Thumbnail]**.

❖ **I want to reduce the time needed for adding documents.**
If thumbnails are to be created when adding documents, more time is required. To reduce the time needed, clear the **[Automatically create thumbnail when saving document]** check box in the **[My Cabinet Properties]** dialog box.

❖ **I want to change the Easy Scan settings.**
Change the settings in the **[Easy Scanning Properties]** dialog box from Extended Features.

❖ **I want to change the Easy Print settings.**
Change the settings in the **[Easy Print Properties]** dialog box from Extended Features.

❖ **I want to use a different scanner.**
On the **[Tools]** menu, click **[Scanner Settings]**, and then select a different scanner in the **[Select a scanner]** box.

❖ **I want to use a different ScanRouter V2 Professional and ScanRouter Enterprise delivery server.**
First delete the existing ScanRouter V2 delivery server from Extended Features. Add the ScanRouter V2 delivery server again, and then connect it to another delivery server.

❖ **Part of an image is not printed.**
In the **[Print]** dialog box, select the **[Fit image to page]** check box. If you do not want to change the image size, select a paper tray and load paper that is one size larger than the image.

❖ **I want to cancel notification of expired documents when quitting Desk Top Editor For Production**

Expired Desk Top Editor For Production documents are listed when quitting Desk Top Editor For Production. Unnecessary documents can be deleted. To cancel this function, clear the **[Display list of expired documents on exit]** check box on the **[General]** tab in the **[My Cabinet Properties]** dialog box.

❖ **Document conversion to text cannot be made well.**

Characters in bold and italic, inverted image colors, cross lines, and shaded characters cannot be converted to text.

❖ **I want to access ScanRouter DocumentServer**

ScanRouter DocumentServer can be accessed by configuring from Extended Features.

❖ **The print result is not satisfactory when printing documents other than images using Viewer or Easy Viewer.**

Print from **[Print]** on the **[File]** menu on the Desk display, or open sections using its corresponding application, and then print.

❖ **The display speed is slow when viewing a document other than an image using Viewer or Easy Viewer.**

Right-click the document. The menu appears. Point to **[View]**, and then click **[Draft]**. The display speed may become improve.

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Desk Top Editor For Production

Operating Instructions

UE (USA) B638-8511

Desk Top Editor For Production

Auto Document Link Guide

1 Auto Document Link:Overview
2 Monitor Item Settings
3 Confirmation and Transfer
4 Appendix

Preface

Auto Document Link can monitor the delivery server in-tray (ScanRouter V2 Professional and ScanRouter Enterprise) in the network, local Windows folders, and network device Fax Received File, and notify of documents or files on client computers. Also, Auto Document Link can automatically transfer these documents or files to Desk Top Editor For Production folders, ScanRouter DocumentServer folders, or Windows folders.

This manual explains how to use Auto Document Link. For information about Fax Received File, see the operating instructions that come with the network device. For information about how to use ScanRouter V2 Professional and ScanRouter Enterprise, see the ScanRouter V2 Professional and ScanRouter Enterprise Management Guide, or Help of respective products.

Network devices used in the illustrations of this guide are examples only. As such, they may differ from actual network devices.

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1. Auto Document Link:Overview

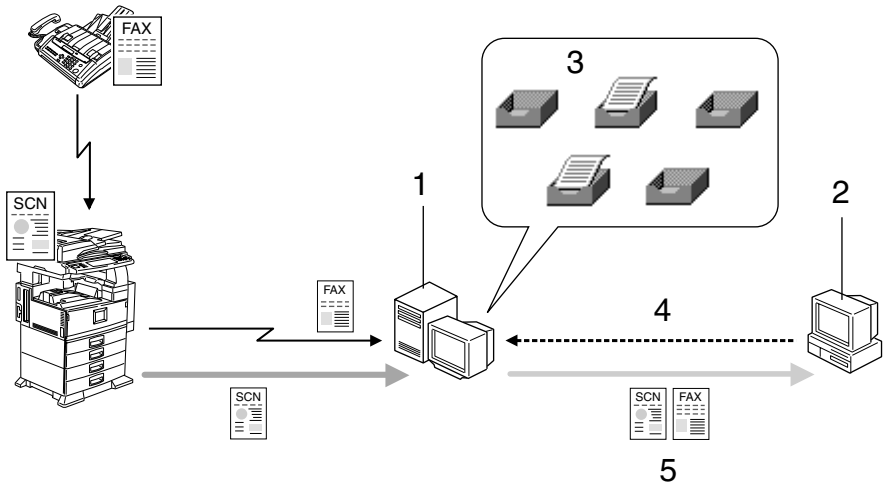
Introduction

Auto Document Link monitors selected items and notifies you when there are documents or files in the items. Also, Auto Document Link can transfer these documents or files and add them to Desk Top Editor For Production or ScanRouter DocumentServer as documents, or save them in local Windows folders as files. In-trays, local Windows folders, and Fax Received Files can be set as monitored items.

Note

- ScanRouter V2 Link and Auto-addition Tool functions have been integrated into Auto Document Link. Auto Document Link is installed at the same time as Desk Top Editor For Production. Auto Document Link can neither be installed independently nor coexist with ScanRouter V2 Link or Auto-addition Tool.
- Set up an environment correctly if ScanRouter V2 Administration Utility, Desk Top Editor For Production, or Auto Document Link is used in the dial-up connection computer. See p.23 “Dial-up-related Device”.
- Processing is delayed when "Grayscale" or "Color" is set as the read condition in the network device, when 600 dpi is set as the resolution, or when large images are being read. If you are using these types of images frequently, we recommend that you increase your computer's CPU, memory, and hard disk capacity.

Monitoring In-trays



GGFMXA0N

1. Delivery server

2. Client computer

3. Received in-tray

4. Monitoring

5. Transferring/Notification

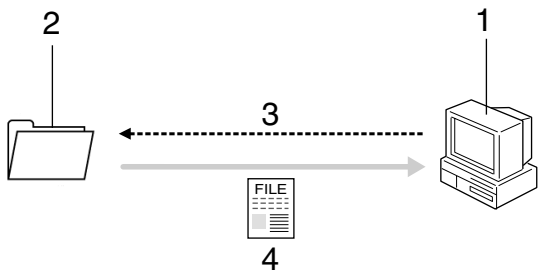
In-trays can be set as monitored items.

By setting an in-tray as a monitored item, Auto Document Link can notify you of documents delivered from network devices and transfer them. Transferred documents are added to Desk Top Editor For Production or ScanRouter DocumentServer as documents, or saved in a Windows folder as files.

Note

❒ Delivering fax documents received from the delivery server can be used for ScanRouter V2 Professional and ScanRouter Enterprise only.

Monitoring Local Folders



GGFMXA1N

1. Client computer

2. Local folder

3. Monitoring

4. Transferring/Notification

Specified Local Windows folders can be set as monitored items.

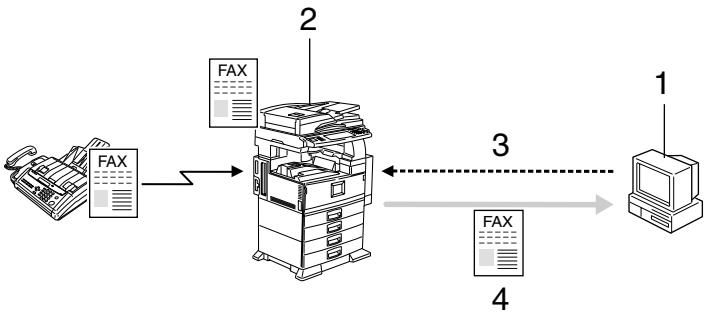
By setting a local folder as a monitored item, Auto Document Link can notify you of files when they appear in those items and transfer them. Transferred files are added to Desk Top Editor For Production or ScanRouter DocumentServer as documents, or moved to another Windows folder as files.

Note

❒ Folders that contain files or the following cannot be set as monitored items:

- Network folders
- Folders where Windows is installed
- Hidden folders
- System folders
- Folders used as Desk Top Editor For Production cabinets
- Desktop folders

Monitoring Fax Received File



GGFMXA2N

1. Client computer

2. Document Server

3. Monitoring

4. Transferring/Notification

Fax Received File in the Document Server can be set as a monitored item.

By setting Fax Received File as a monitored item, Auto Document Link can notify you of documents received by fax and transfer them. Transferred documents are added to Desk Top Editor For Production or ScanRouter DocumentServer as documents, or saved in a Windows folder as files.

Note

❒ Fax Received File can be set as a monitored item only when the Document Server is configured to store documents received by fax.

❒ Only a device that supports Fax Received File can be set as a monitored item. For details about network devices, see the Readme file.

Start and Quit

Starting

From the Start Menu

1. **Click the [Start] button, and then point to [Programs].**
2. **Point to [Desk Top Editor For Production], and then click [Auto Document Link].**

   Auto Document Link starts, and the Auto Document Link icon appears on the taskbar.

Note

❒ When no settings are made in Properties, the **[Auto Document Link Properties]** dialog box appears.

From Desk Top Editor For Production

1. **On the [Tools] menu of Desk Top Editor For Production, point to [Auto Document Link], and then click [Launch].**

   A dialog box appears. Use this to select whether to place the tool as a terminate-and-stay-resident tool on the taskbar, or not.

2. **Click [OK].**

   Auto Document Link starts, and the Auto Document Link icon appears on the taskbar.

From Startup

If Auto Document Link has been registered for startup when installing Desk Top Editor For Production, Auto Document Link starts when you log on to Windows, and the icon appears on the taskbar.

Quitting

1. **Right-click the Auto Document Link icon on the taskbar, and then click [Exit].**

   Auto Document Link exits.

2. Monitor Item Settings

Adding/Changing/Removing Monitor Item

Make monitor item settings in the **[Auto Document Link Properties]** dialog box.

While the item is being monitored or data in the monitored item is being transferred, properties cannot be set or changed.

1 On the menu that appears when you right-click the icon on the taskbar, click [Properties], or on the [Tools] menu of Desk Top Editor For Production, point to [Auto Document Link], and then click [Properties].

The **[Auto Document Link Properties]** dialog box appears.

2 Add, change, or remove a monitored item.

- When adding an item

❶ Click [Add], and then select an item to be monitored in the [Select Server Type] dialog box.

❷ Click [Next].

❸ Make the necessary settings.

Reference

For details about settings for the in-tray, local Windows folders, and Fax Received File, see p.8 “In-tray”, p.10 “Local Folders”, p.12 “Fax Received File”.

- When changing settings of an item

❶ In the monitored items list, select the item whose settings you want to change, and then click [Change].

❷ Make the necessary changes.

- When removing an item

❶ In the monitored items list, select the item you want to remove, and then click [Remove].

The confirmation message about removing the item appears.

❷ Click [OK].

3 Click [OK].

In-tray

Follow the procedure below to make settings for an in-tray to be monitored.

In-trays of multiple delivery servers can be set as monitored items.

Note

❒ Up to 20 in-trays of all the delivery servers included can be set as monitored items.

1 In the [Auto Document Link Properties] dialog box, click [Add].

The **[Select Server Type]** dialog box appears.

2 Select [Delivery Server], and then click [Next].

The **[Delivery Server - Select Server]** dialog box appears.

3 Click [Browse] to select a delivery server, or click [Specify] to enter the delivery server name or IP address.

4 Click [Next].

The **[Delivery Server - Monitor Tray Settings]** dialog box appears.

5 Make the necessary in-tray and monitor method settings.

❶ Click [Browse], and then select an in-tray to be monitored.

❷ Enter the password, if the in-tray requires one.

Note

❒ For the in-tray password, ask the delivery server administrator.

❸ Select the [Automatically check new data] check box to check the monitored in-tray periodically, and then make the necessary settings for [Checking interval] and [Notification method].

❹ Select the [Transfer new data after notification] check box if you want to transfer delivered documents.

Note

❒ The original document is deleted after a transfer is completed.

6 Click [Next].

The **[Delivery Server - Transfer Settings]** dialog box appears.

Note

❒ When the **[Transfer new data after notification]** check box is not selected in the **[Delivery Server - Monitor Tray Settings]** dialog box, the **[Finish]** button appears instead of the **[Next]** button. Click **[Finish]** to finish the settings.

7 Make the necessary settings for the saving method and file format of image files.

❶ Click [Add as Desk Top Editor For Production] or [Save as Windows file], and then click [Browse] to select a folder where the data is to be added or saved.

Note

❒ When you select **[Add as Desk Top Editor For Production]** and click **[Browse]**, the adding location can be selected from either **[My Workroom]** or **[Document Management Server]** in the **[Select Save-in Location]** dialog box.

❷ Select the file formats in the [Black & White image] and [Grayscale/Color image] lists.

Reference

For details about file formats, see p.20 “File Formats”.

8 Click [Finish].

9 If you want to add more in-trays for monitoring, repeat step 1 to 8.

Local Folders

Follow the procedure below to make settings for a local Windows folder to be monitored.

Note

❒ Up to 30 local folders can be set as monitored items.

1 In the [Auto Document Link Properties] dialog box, click [Add].

The **[Select Server Type]** dialog box appears.

2 Select [My Computer], and then click [Next].

The **[My Computer - Monitor Folder Settings]** dialog box appears.

3 Select a folder to be monitored, and then make the necessary monitor method settings.

❶ Click [Browse], and then select the folder to be monitored.

❷ Select the [Automatically check new data] check box to check the monitored folder periodically, and then make the necessary settings for [Checking interval] and [Notification method].

❸ Select the [Transfer new data after notification] check box if you want to transfer the files in the monitored folder.

Note

❒ The original file is deleted after a transfer is completed.

4 Click [Next].

The **[My Computer - Transfer Settings]** dialog box appears.

Note

❒ When the **[Transfer new data after notification]** check box is not selected in the **[My Computer - Monitor Folder Settings]** dialog box, the **[Finish]** button appears instead of the **[Next]** button. Click **[Finish]** to finish the settings.

5 Make the necessary settings for the saving method and file format of image files.

❶ Click [Add as Desk Top Editor For Production] or [Save as Windows file], and then click [Browse] to select a folder where the data is to be added or saved.

Note

❒ When you select **[Add as Desk Top Editor For Production]** and click **[Browse]**, the adding location can be selected from either **[My Workroom]** or **[Document Management Server]** in the **[Select Save-in Location]** dialog box.

❒ When adding to Desk Top Editor For Production or ScanRouter DocumentServer as documents, one file is added as one document.

❷ **Select the file formats in the [Black & White image] and [Grayscale/Color image] lists.**

Reference

For details about file formats, see p.20 “File Formats”.

6 **Click [Finish].**

7 **If you want to add more folders for monitoring, repeat step 1 to 6.**

Fax Received File

Follow the procedure below to make settings for Fax Received File to be monitored.

Fax Received Files of multiple network devices can be set as monitored items.

Note

❒ Up to 20 Fax Received Files can be set as monitored items.

1 **In the [Auto Document Link Properties] dialog box, click [Add].**

The **[Select Server Type]** dialog box appears.

2 **Select [Fax Received File], and then click [Next].**

The **[Fax Received File - Select Server]** dialog box appears.

3 **Click [Browse] to select a network device, or click [Specify] to enter the host name or IP address.**

4 **Click [Next].**

The **[Fax Received File - Monitor Item Settings]** dialog box appears.

5 **Make the necessary monitor method settings.**

❶ **Enter the user code in the [User Code] and the time in the [Disconnect after no response continues for] boxes.**

Note

❒ Ask the administrator for the user code when Fax Received File has user limitations.

❷ **Select the [Automatically check new data] check box to check Fax Received File periodically, and then make the necessary settings for [Checking interval] and [Notification method].**

❸ **Select the [Transfer new data after notification] check box if you want to transfer documents.**

6 **Click [Next].**

The **[Fax Received File - Transfer Settings]** dialog box appears.

Note

❒ An error message appears when the network device does not support Fax Received File.

❒ When the **[Transfer new data after notification]** check box is not selected in the **[Fax Received File - Monitor Item Settings]** dialog box, the **[Finish]** button appears instead of the **[Next]** button. Click **[Finish]** to finish the settings.

7 Make the necessary settings for the saving method and file format of image files.

❶ Click [Add as Desk Top Editor For Production] or [Save as Windows file], and then click [Browse] to select a folder where the data is to be added or saved.

Note

❒ When you select **[Add as Desk Top Editor For Production]** and click **[Browse]**, the adding location can be selected from either **[My Workroom]** or **[Document Management Server]** in the **[Select Save-in Location]** dialog box.

❷ Select the file format on the pull-down menu.

Reference

For details about file formats, see p.20 “File Formats”.

❸ Select the [Delete new data from device after transferring] check box to delete the original document after a transfer is completed.

Important

❒ When the original document is deleted after a transfer is completed, Fax Received File cannot be checked by other users.

8 Click [Finish].

9 If you want to add more Fax Received Files for monitoring, repeat step 1 to 8.

3. Confirmation and Transfer

Manual Confirmation and Transfer

1 Double-click the icon for Auto Document Link on the taskbar.

Or, right-click the icon for Auto Document Link on the taskbar to select **[Check New Data]**. If there are no documents or files in the monitored item, the "XXX (the data when you double-clicked the icon for Auto Document Link) No new data in all monitored items." message appears. When there are documents or files in the monitored item, the following are displayed depending on the transfer settings made for each item.

Note

❒ New data can also be checked from the menu of Desk Top Editor For Production. On the **[Tools]** menu of Desk Top Editor For Production, point to **[Auto Document Link]**, and then click **[Check New Data]**.

Save as Windows File

For in-tray documents and files in local Windows folders, the original documents or files are deleted and saved in the specified Widows folder as files. For Fax Received File, deletion of original documents varies depending on the transfer settings for Fax Received File.

After the documents or files are saved in the specified location, the **[New Data Notification]** dialog box appears.

Add as Desk Top Editor For Production Document

For in-tray and files in local Windows folders, original documents or files are deleted and saved in the specified Desk Top Editor For Production or ScanRouter DocumentServer folder as documents. For Fax Received File, deletion of original documents varies depending on the transfer settings of Fax Received File.

After the documents or files are saved in the specified location, the **[New Data Notification]** dialog box appears.

Notification Only

After the arrival of documents or files is confirmed, notification is given via the selected method. No documents or files are deleted from monitored items.

Desk Top Editor For Production can be started by clicking **[Launch Desk Top Editor For Production]** in the **[New Data Notification]** dialog box.

Note

❒ To check the arrival of documents or files in the monitored items, these items must be configured using Desk Top Editor For Production Extended Features.

Automatic Confirmation and Transfer

When you set to monitor in-tray, local Windows folders, and Fax Received File, Auto Document Link automatically monitors the items at each set time. When there are documents or files in the monitored items, the following are displayed depending on the transfer settings made for each item.

Save as Windows File

For in-tray documents and files in local Windows folders, the original documents or files are deleted and saved in the specified Widows folder as files. For Fax Received File, deletion of original documents varies depending on the transfer settings for Fax Received File.

When the arrival of documents or files is set to be notified using a pop-up window, the **[New Data Notification]** dialog box appears after the documents or files are saved in the specified location.

Add as Desk Top Editor For Production Document

For in-tray documents and files in local Windows folders, original documents or files are deleted and saved in the specified Desk Top Editor For Production or ScanRouter DocumentServer folder as documents. For Fax Received File, deletion of original documents varies depending on the transfer settings of Fax Received File.

When the arrival of documents or files is set to be notified using a pop-up window, the **[New Data Notification]** dialog box appears after the documents or files are added to the specified location.

Notification Only

After the arrival of documents or files is confirmed, notification is given via the selected method. No documents or files are deleted from monitored items.

Desk Top Editor For Production can be started by clicking **[Launch Desk Top Editor For Production]** in the **[New Data Notification]** dialog box.

Note

❒ To check the arrival of documents or files in the monitored items, these items must be configured using Desk Top Editor For Production Extended Features.

Troubleshooting

Problem	Causes and solutions
Cannot receive documents in the in-tray.	Check if the service of the delivery server stops using ScanRouter V2 Administration Utility. Also, check if the same in-tray is monitored by multiple Auto Document Links.
It takes time to receive data from a network device.	Check the value of "Checking interval" in the setting dialog box of each monitored item in Auto Document Link. Do not make the size of data large by reducing the resolution of documents for scanning. **Note** ❒ It may take time to receive data depending on the processing capability of the computer (e.g., the memory of computer is small).
If you connect from Auto Document Link to the delivery server, the "Unable to connect to the delivery server." message appears.	The names of the delivery server and client computer may not be correctly resolved. • Check that the DNS settings and the contents of the host file correspond. • If the names are not correctly resolved, add the name of the delivery server to the Hosts file.
Cannot monitor Fax Received File.	Check the same Fax Received File is monitored by multiple Auto Document Links. Also, check the network device is turned on.
Adding or saving location of the documents or files does not exist.	Documents or files are added to or saved in the following locations: • When adding to Desk Top Editor For Production, documents or files are added to My Server Folder under My Workroom. • When saving in a Windows folder, the documents or files are saved in the folder for extraction under the program directory. • When adding to ScanRouter DocumentServer, documents or files cannot be transferred if the adding location does not exist.
Image conversion has failed when adding or saving documents or files.	An error message appears. Documents or files are saved in the folder for extraction.

File Formats

Documents are received by either of the file formats below depending on the setting.

Note

❒ An image that contains only two values, white (0) and black (1), is called a "Black & White image". An image that contains gradation and requires many values to represent that gradation is called a "Grayscale/Color image".

❒ In the case of multiple-page documents, one file is created for each page because Multi-page option is not available for Grayscale/Color images.

❖ **TIFF/TIFF-F**

File formats used to save bitmap images. These formats are used for Black & White, Grayscale, and Color images.
One file is created for a single-page image in TIFF, and one file for multiple-page images in Multi-page TIFF and TIFF-F.
You can select the TIFF Compression Format as MH, MR, or MMR. In general, the order is MH, MR, MMR from low to high compression ratios (depending on the image).

❖ **PDF**

This file format can be opened with Adobe Acrobat Reader. Multi-page images can be saved in one file with this file format.

❖ **JPEG**

This method can compress image data with consistent quality.

File Names

Save as Windows File

When you select **[Save as Windows file]** as the saving method for documents or files in the monitored items, the following file names are used when saving documents or files:

❖ In-tray document

Document name_nnn.xxx

- nnn
  Page number for documents when they are received as a file in single-page format. The page number is fixed to 001 when documents are received as multiple-page format file.
- xxx
  Extension of each file format

Note

❒ If the same documents are received in multiple-page format, the first name in the page group is used.

❒ When ScanRouter V2 Professional or ScanRouter Enterprise is used, the file name of documents delivered from a client computer (on which Desk Top Editor For Production or Web Document Viewer is installed) is section_nnn.xxx (nnn is the section number).

❖ Local folder file

File name_nnn.xxx

- nnn
  Page number for files
- xxx
  Extension of each file format

❖ Fax Received File

RcvFaxYYYYMMDDhhmmss-pppp_nnn.xxx

- RcvFaxYYYYMMDDhhmmss
  The date and time when the documents are delivered by fax is displayed in the form of "YYYYMMDDhhmmss". "RcvFax" is fixed at the beginning of each name.
  For example, "RcvFax20020912224530" is displayed when a document is received on September 12, 2002 at 22:45 30 seconds.
- pppp
  Page name for documents. The format varies depending on the devices.

- nnn
  Page number for documents
- xxx
  Extension of each file format

Add as Desk Top Editor For Production Document

When you select **[Add as Desk Top Editor For Production]** as the saving method for documents or files in the monitored items, the following document names are used when saving documents or files:

❖ In-tray document

Document name

Note

❒ Section name of the document is Section name_nnn (nnn is the section number).

❖ Local folder file

File name

❖ Fax Received File

RcvFaxYYYYMMDDhhmmss

- RcvFaxYYYYMMDDhhmmss
  The date and time when the documents are delivered by fax is displayed in the form of "YYYYMMDDhhmmss". "RcvFax" is fixed at the beginning of each name.
  For example, "RcvFax20020912224530" is displayed when a document is received on September 12, 2002 at 22:45 30 seconds.

Note

❒ Section name of the document is RcvFaxYYYYMMDDhhmmss-pppp_nnn (pppp is the page name, nnn is the section number).

Dial-up-related Device

When a Dial-up Router Is Connected in the Network Environment Where Desk Top Editor For Production Is Used

Properly configure the network delivery server or other network devices with Desk Top Editor For Production or Auto Document Link.

If the network environment is changed, reconfigure the network delivery server and other network devices with Desk Top Editor For Production and Auto Document Link.

Important

❒ If the delivery server is connected when a connection to the delivery server via the dial-up router is set, the line may be connected and telephone charges may be accrued.

When Using a Dial-up Network Computer

If ScanRouter V2 Administration Utility, Desk Top Editor For Production, or Auto Document Link is used in the dial-up connection computer, dial-up may be made through the delivery server or the Document Server, depending on the setting.

Important

❒ When you set your computer to automatically connect to the Internet, without displaying the dialog box for confirming the connection, the line is connected and telephone charges accrue. To avoid the unnecessary dial-up connection, be sure to set to display connection confirmation during operation. Also, check if the unnecessary dial-up connection is made when these software products are used.

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Desk Top Editor For Production

Auto Document Link Guide

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